13.2 Annual Electors’ Meeting Minutes

14.1 Memorandum of Understanding & Terms of Reference Geographe Mosquito Management Contiguous Local Authority Group

14.2 Removal of Boyanup Pony Club Building – Unbudgeted Expenditure

15.1 Adoption of South East Capel Local Structure Plan

17.1 Tender 13/06 Architectural Project Services - CONFIDENTIAL

17.3 Financial Statements to 30 November 2013

17.4 Application to Keep 4 Dogs

17.5 Application to Keep 3 Dogs
ATTACHMENTS TO ITEM 13.2

Annual Electors’ Meeting Minutes

Attachment - Minutes of Annual Electors’ Meeting held 4 December 2013
3.1 Confirmation of Minutes

**AE1201 CONFIRMATION OF MINUTES – 5 DECEMBER 2012**

Moved Cr B Smith, Seconded Cr J Scott

That the Minutes of the Annual Electors’ Meeting held on 5 December 2012, as printed, be confirmed subject to inclusion of Cr B Bell and Mr P Anastasakis, Director Corporate Services as attendees.

Carried

3.2 Business arising from the Minutes

Nil

4. **ANNUAL REPORT FOR 2012/13**

No questions put.

5. **GENERAL BUSINESS**

Sue and Thomas Smith raised the question as to the roles and responsibilities of the Shire in monitoring the Capel Cemetery and specifically in regards to:

- The poor condition of the property boundary fence on the road leading to the cemetery
- No signage directing persons to the Niche Wall, paths overgrown with weeds and general untidy condition around the wall
- No maintenance prior to special days (Mother’s & Father’s Days)
- Vegetation growing between graves?
Response by W Butler, Director Engineering and Operations: Council undertakes maintenance of the cemetery on a regular basis every second month and prior to funerals being held.

Brian Templeman asked what is the Council doing to actively promote volunteering and encourage persons to become volunteers or such organisations and Bushfire Brigades and St John’s Ambulance?

Response by M Plume, Director Community Services: Community Development can assist organisations with volunteer recruitment but they need to contact the Shire for assistance.

Council has held a number of workshops each year to assist community organisations with volunteer recruitment and has several functions during the year (Volunteers Breakfast and Australia Day Awards Event) where volunteers are recognised.

Cr B Smith (on behalf of Mr Julian Sanders) raised the following questions:

1. What is happening with the completion of the Boyanup Transport Study?

Response by C Burwood, Director Planning and Development Services: The Transport Study finalisation is on hold pending a resolution with Main Roads WA on an acceptable traffic management option for the Hurst Road/Bridge Street intersection.

2. St John’s Ambulance, Boyanup is seeking the opportunity to co-locate on the same site as the Boyanup Bushfire Brigade and what is Council doing to assist?

Response by C Burwood, Director Planning and Development Services: Shire staff initiated the suggestion of the proposed relocation, but St John’s Ambulance Boyanup group have only just recently provided requested information to the Planning Division on size of building required etc. Boyanup Lions Cub are also looking to be accommodated in the facility.

Planning staff are now undertaking a planning exercise to ascertain what can be accommodated on the site.

3. A pharmacy has recently opened in the Boyanup Post Office and another one was proposed on South West Highway which is no longer proceeding. Has Council contributed to the confusion by approving the applications for two pharmacists?

Response by C Burwood, Director Planning and Development Services: The issuing of Pharmacy licences is the responsibility of the Pharmacy Registration Board of Western Australia and Council is not allowed to make planning decisions based on commercial viability. Both applications were assessed and approved by Council and as Council understands, both applicants submitted applications for a licence and only one has been issued.

4. What is Council doing to encourage the establishment of a fuel outlet in Boyanup?

Response by P Sheedy, Chief Executive Officer: Council’s responsibility is to ensure that it has appropriately zoned land available for business opportunities and to assist in processing development applications as
quickly as possible. The decision as to whether to open a fuel outlet or not is a commercial decision that a person will consider.

To date, Council staff have not received any requests for the establishment of a service station/fuel outlet in Boyanup.

6. MEETING CLOSURE

There being no further business, the President declared the meeting closed at 6.37pm.

These minutes were confirmed at an Annual Electors’ Meeting on ___________________________ 2014.

Signed ___________________________

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

Date ______________________________
ATTACHMENT TO ITEM 14.1

Memorandum of Understanding & Terms of Reference Geographe Mosquito Management Contiguous Local Authority Group

Attachment 1 – Memorandum of Understanding
Attachment 2 - Terms of Reference
Memorandum of Understanding

Geographe Contiguous Local Authorities Group (CLAG)
Objective:
This Memorandum of Understanding (MoU) recognises the formation of the Geographe Contiguous Local Authorities Group (CLAG) to minimise mosquito borne disease and nuisance mosquitoes within the local government areas of the City of Busselton and Shire of Capel.

The MoU outlines the requirements for the formation and operation of a CLAG, the Principal Stakeholders and the responsibilities of each Stakeholder. By signing this MoU, all parties are in agreement to the formation and responsibilities each member brings to the CLAG.

The parties acknowledge that the provisions of this document are not intended to create binding legal obligations between them.

The parties acknowledge that:

(a) Nothing in this document authorises a party to incur costs or expenses on behalf of the other party; and

(b) A party has no authority to act for, or to create or to assume any responsibility, obligation or liability on behalf of, the other party.

Should any party wish to withdraw from the arrangement an urgent meeting between participants will be held with an amended MoU to be negotiated as soon as possible. Every effort should be made by all concerned to ensure there is no interruption in the delivery of mosquito management services.

Commencement of this MOU:
This MOU shall take effect on and from the date that it is signed by all Principal Stakeholders.

Review and amendment of this MOU:
The Principal Stakeholders will review the operation of this MoU at intervals of no more than five (5) years, with a view to improving its operation and resolving any issues that may arise.

The MoU may be amended at any time in writing by agreement of all the Principal Stakeholders.

Requirements for the successful formation of a CLAG:
To be considered for eligibility, a group of Local Governments (LGs) must approach the Mosquito Control Advisory Committee (MCAC) with a proposal to form a CLAG. In this proposal, the LGs, in conjunction with the Department of Health (DOH), need to demonstrate shared concerns and a willingness to work together to facilitate...
mosquito management across borders. Three of the following requirements must be demonstrated for the formation of a CLAG:

- a public health risk from mosquitoes (locally acquired cases of mosquito-borne disease);
- a knowledge of mosquito breeding sites within each of the participating Local Governments;
- an appropriate Mosquito Management Plan (MMP); and
- a recognised common mosquito problem across LG borders.

**The Geographe Region**

Mosquitoes are a fact of life in the southwest of Western Australia; this is due to the large number of wetlands in both the Shire of Capel and City of Busselton. A need for housing developments and reduced land availability means there are very few areas that are not within 3 km of a mosquito breeding site. Both local governments have recorded high levels of people becoming infected with mosquito borne viruses.

The mosquito management programs have been developed and were deployed in 2006 to meet the risks posed by mosquito borne diseases. It is simply not possible or environmentally desirable to eradicate mosquitoes as they are an important part of the ecosystem. However, it is possible to manage mosquito populations and the incidence of mosquito borne diseases such as Ross River virus with effective mosquito management.

The mosquito management program consists of five factors:

- Pre treatment larval monitoring;

- Larviciding (aerial and hand treatments);

- Post treatment larval monitoring;

- Adult mosquito trapping, identification and counting;

- Education about the environment and how to avoid biting mosquitoes.
The Shire of Capel has a total of 929 ha of wetland which stretches from Dalyellup down through to Forrest Beach and the City of Busselton has a total of 1459 ha which stretches from below Forrest Beach through to Toby’s Inlet near Dunsborough. Of this an estimated 1115 ha is Ramsar protected wetland.

The water from the wetlands south of the Capel River flow into the Vasse Wonnerup estuary, a Ramsar declared wetland (Ramsar wetlands have international significance for their unique habitat and for bird life). The Ramsar declared wetlands resulted in the Shire of Capel and the City of Busselton applying to the Federal Department of Sustainability Environment Water Population and Communities (DSEWPC) to operate a mosquito management strategy in this area, which is protected under the provisions of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999. The application for the Shire of Capel was approved on 14 March 2006 with no conditions. The application for the City of Busselton was approved on the 22 April 2005 with conditions. The current City of Busselton DSEWPC approval expires on 30th June 2017. The 15 conditions contained within this approval pertaining to the Vasse Wonnerup wetland and unique to mosquito management in Western Australia include the following:

- No more than four aerial and two hand held applications of S-methoprene may be applied per annum.
- No applications of Bacillus thuringiensis var israelensis (BTi) may be applied, unless a permit from the Australian Pesticides and Veterinary Medicines Authority is acquired or that the use is adequately covered by Western Australia’s policy in implementing the label.
- The combined application of the larvicide chemicals must not exceed seven aerial applications per annum.
- In areas within 1.5km of the Vasse Wonnerup system, adulticide may only be applied where:
  - Ross River Virus or Barmah Forest isolates have been detected in traps in the region; and/or
  - The State Department of Health has issued a current health warning regarding the prevalence of Ross River Fever in the region.
- Pre and post treatment monitoring of abundance and viability of all non-target invertebrate species at three of the treated sites and three of the untreated sites (reference) must be undertaken within the Vasse Wonnerup System.
with each application of larvicide and adulticide by the person taking the action.

The water levels of the majority of wetlands within the two local government areas are rainfall driven not tidal however; there are a couple of tidal influenced sites in Busselton and Capel. The first tidal site for Busselton is Toby’s Inlet and the top end of the Vasse Wonnerup wetland near Layman Bridge. Within Capel there are two isolated tidal influenced areas close to the coast one near Peppermint Grove Beach and the other south of Minninup Beach.

Principal Stakeholders:
This MoU covers the following stakeholders:
- Department of Health, Western Australia;
- City of Busselton;
- Shire of Capel; and
- Arbovirus Surveillance and Research Laboratory – University of Western Australia.

Responsibilities of the Principal Stakeholders:
Department of Health, Western Australia
The DOH can provide financial support and advice depending on the health risk associated with the CLAG. In considering this, the DOH may provide the following funding options [after assessment and approval by the Mosquito Control Advisory Committee (MCAC) and the Director of Environmental Health] to the CLAG:
- 50% of the cost of larvicides for aerial and ground larviciding activities each year;
- 100% of the cost of helicopter hire in the southwest of the state for approved aerial treatments in high disease risk areas.
- negotiated funding between State Government and the CLAG for other mosquito management initiatives / activities
- negotiated funding for the purchase of mosquito control equipment; and
  - negotiated funding for media and public awareness campaigns; and
  - negotiated funding for other items upon consultation with the MCAC.

The DOH may also assist the CLAG through the provision of:
- an agreed Terms of Reference (ToR) to guide the CLAGs activities;
- staff to assist in ground surveillance exercises to locate mosquito breeding sites (both natural and man-made).
• assistance in the development or revision of Mosquito Management Plans (MMP) for the associated Local Governments;
• advice on local issues and possible remedies;
• updates on notified human case data of mosquito-borne viruses in the Geographe Region;
• discussion on the best treatment options (including adulticides and larvicides that are available) for each jurisdiction;
• assistance with the identification of difficult adult and larval mosquitoes from surveillance monitoring processes (with advice from relevant specialists as required);
• staff attendance and advice at CLAG meetings; and
• other advice as required or when requested.

Responsibilities of the Principal Stakeholders:
Local Governments (including the City of Busselton and Shire of Capel)
LGs will contribute to the CLAG by committing to the following:
• producing and implementing an agreed Terms of Reference (ToR) to guide the CLAGs activities;
• providing a single CLAG funding submission and cover letter to the MCAC requesting funds on or before the 31st July each year;
• Establishing a suitable accounting structure at one of the LGs;
• Invoicing the participating LGs and DoH for their contributions to the funding scheme when budgets are approved;
• Providing 50%*2 of the cost of larviciding products for aerial and ground larviciding activities each year;
• Accepting that despite the best efforts to forecast the budgetary requirements, there will be seasons where mosquito activity is far greater than expected and further funding beyond the amount invoiced and that held in the CLAG Trust Account may be required.
• Agreement that the use of the Geographe CLAG Trust account will be negotiated between the Geographe CLAG and the DOH following a written request by the Geographe CLAG to the DOH (who will liaise with the MCAC) for access to the funds;
• Agreeing to the possibility of a “capped” trust commitment through negotiation with DOH. Once this amount is reached additional reserve funding will not be required, until the Geographe CLAG accesses the funds, in which case the 10% top-up would begin in the following budget until the threshold is reached again.
○ The Chairing LG must maintain accurate records of all aerial treatments completed, treatment dates, larvicides used and the size of treatments for the following years funding application.

○ Each LG is required to record similar details for ground based treatments undertaken with CLAG supplied larvicide.

○ Each LG is to identify record and register all known and potential mosquito breeding locations. A register and maps of all breeding sites to be supplied to the Chairing LG;

○ The Chairing LG will provide a publically available annual report detailing the operations of the group for the financial year;

○ A cooperative approach to pre and post treatment surveillance will be undertaken across the region;

○ Each LG must undertake pre and post treatment surveillance within their respective LG;

○ Each LG must submit pre and post treatment data to the Chairing LG. The Chairing LG is to collate all pre and post treatment reports and arrange for their submission to the Department of Health for access to aerial helicopter services (as per the Helicopter Protocol Flow diagram);

○ The recommendation of aerial treatments to the DOH will be the responsibility of the Chairing LG based on the information submitted by the other partnering LGs;

○ Aerial treatments frequently take place on weekends and public holidays and will require LG’s to provide staff as requested and to allow for rotational duty;

○ Aerial Operations will be coordinated on the day by the responsible officer from the relevant local government including the start times, product choice and prioritisation of areas for helicopter treatments;

○ Each LG is to have at least two staff members inducted and trained in Helicopter Safety and Aerial Treatment mobilisation and operations;

○ A cooperative approach to adult mosquito trapping will be undertaken;

○ The number and location of adult traps will be determined by the number of sites treated and the number of townships within each LG. Monitoring should be conducted on a monthly basis during winter (June-August) and fortnightly during Spring, Summer and Autumn, (Sep-May) weather permitting with results submitted to the DoH as required;

○ LG adult traps will include a number of key sites with mobile traps used to develop understanding of localised mosquito activity and should support the DoH/ UWA adult trapping that is being undertaken;

○ A commitment must be made to the creation of clear working procedures that will allow for local knowledge retention;
New staff will be required to attend the DOH mosquito management course at the earliest availability;

During working hours participating LGs commit to having a 4 x 4 vehicle available to mosquito operations personnel;

Each individual participating LG will be responsible for the purchase and maintenance of their own ground based larviciding and adulticiding equipment.

All media releases, publicity and marketing material that are issued are the responsibility of each individual LG, but it is agreed that mosquito related information should first be viewed by the Chairperson of the Geographe CLAG prior to release.

Arbovirus Surveillance and Research Laboratory – University of Western Australia

The ASRL will contribute the following to the CLAG:

- three monthly weather predictions at the time of each CLAG meeting;
- adult mosquito trapping surveillance and virus isolation from mosquitoes collected at DOH/ASRL specified sites across the Geographe Region on a fortnightly basis (August –April) and monthly basis for winter periods (May–July); and

1 Funding will be provided proportional to the completion of the number of pre-, post- and treatment forms, and adult trapping data from the previous year that are a condition of this MOU. Each LG will be assessed based on the successful completion of the previous years forms and a percentage of the funding requested by each local government will be supplied based on the percentage of successfully completed and submitted forms.

*2 These percentage funding arrangements are current as at 26 July 2013. These percentage values may change at any time depending on available funding within the Department of Health.
This Memorandum of Understanding (MoU) is supported by:

The Department of Health, Western Australia

Jim Dodds
Director Environmental Health

Signed

Date (dd/mm/yyyy)
This Memorandum of Understanding (MoU) is supported by:

The City of Busselton

Chief Executive Officer / Mayor

Xxxx xxxx

Signed

Date  (dd/mm/yyyy)
This Memorandum of Understanding (MoU) is supported by:

The Shire of Capel

Chief Executive Officer / Shire President
Xxxx xxxx

Signed

Date (dd/mm/yyyy)
This Memorandum of Understanding (MoU) is supported by:

The Arbovirus Surveillance and Research Laboratory
The University of Western Australia

Winthrop Professor Wendy N. Erber
Chair and Head of School
School of Pathology and Laboratory Medicine
The University of Western Australia

Signed

Date (dd/mm/yyyy)
Terms of Reference

Geographe Mosquito Management Group
Local Authorities Group (CLAG)
Objective:
This Terms of Reference (ToR) describes the process for the formation and proceedings of the Geographe Mosquito Management Group Contiguous Local Authorities Group (CLAG). It outlines the process required to form a CLAG and how the CLAG will function. It also describes the requirements of each Local Government (LG) member who have agreed to the Memorandum of Understanding (MoU) for the formation of the Geographe Mosquito Management Group CLAG; and, the roles each LG entity will play.

Formation of a CLAG:
Once adjoining LG’s have recognised the need to form a CLAG for the enhancement of mosquito management they must:

- Contact the Department of Health’s (DOH) Medical Entomologist to discuss the requirements of forming a CLAG and ensure the conditions are met;
- Write to the Mosquito Control Advisory Committee’s (MCAC) Chairman (Dr Richard Lugg) via the Medical Entomologist within the Department of Health (PO BOX 8172 Perth Business Centre, Western Australia 6849) and include:
  - the reasons for forming a CLAG;
  - demonstration of a common mosquito management problem across LG borders;
  - evidence of a Mosquito Management Plan; and
  - agreement to sign a Memorandum of Understanding (MoU) and Terms of Reference (ToR) for the CLAG.

Role of the Mosquito Control Advisory Committee (MCAC)
The formation of any future CLAG’s will require approval from the MCAC. This committee includes members from State Government including the DOH; Department of Environment and Conservation, the Water Corporation and LG representatives. The MCAC is tasked with assessing applications to form CLAG’s and their associated funding applications.

The MCAC will be asked to approve all new CLAG’s against the requirements outlined in the MoU in out of session meetings. Once a year (August), the MCAC will meet in-house to approve funding applications and any other business that may have arisen.

Once the MCAC endorses the formation of a CLAG, the Medical Entomologist will write to the participating LG’s requesting a meeting to finalise the ToR and request a signed MoU. Once completed, the CLAG will be endorsed and permitted to function and apply for funding.
Roles and Responsibilities of a CLAG:

There are a number of roles and responsibilities that allow a CLAG to function effectively (See Appendix I). The roles and responsibilities of the positions are outlined in the following section:

Roles within a CLAG:

The LG’s forming a CLAG must agree on the roles of the CLAG members and will:

- select a Chairperson to act as the figurehead of the CLAG and for the submission of funding applications;
- select a Vice-Chairperson for the CLAG in case of absence of the Chairperson; and
- select a Secretary to document incoming and outgoing communications for each CLAG meeting (see Appendix 1).

Nomination and election of roles within the CLAG:

The roles of Chairperson, Vice Chairperson and Secretary of the CLAG will be nominated and elected by the CLAG members:

- all members of a CLAG (excluding DOH) shall have the right to vote;
- a member shall be elected for a role within the CLAG through simple majority; and
- where a simple majority cannot be achieved, DOH shall have the casting vote.

Role of the CLAG Chairperson:

- a CLAG Chairperson will be the figurehead of the CLAG and will be nominated and approved by the members of the CLAG; and
- will be rotated every one to two years as agreed by the CLAG members.

Duties of the Chairperson include:

- developing an annual calendar of events (Appendix 2) for the CLAG including a list of meetings scheduled for the upcoming year;
- approving the final budget submission (Appendix 3) for funding from the Department of Health (DOH) on or before the 31st July each year;
- writing a supporting cover letter for the CLAG funding submission outlining the season ahead and justifying the requested funding;
- calling for agenda items (Appendix 4) two weeks prior to each CLAG meeting;
o e-mailing the agenda to all CLAG members one week prior to each CLAG meeting;
o inviting guests to attend CLAG meetings when it is deemed beneficial by the CLAG (see “Inclusion of Additional Stakeholders”);
o chairing CLAG meetings according to the agenda and time available; and
o ensuring all discussion items at a CLAG meeting end with a decision, action or definite outcome.

Role of the CLAG Vice-Chairperson:
A CLAG Vice-Chairperson will be the figurehead of the CLAG in the absence of the Chairperson and will:
o be nominated and approved by the members of the CLAG; and
o be rotated every one to two years as agreed by the CLAG members.

Duties of the Vice-Chairperson include:
o covering the duties of the CLAG Chairperson when he/she is on leave or unable to attend a CLAG meeting; and
o being the figurehead of the CLAG while the Chairperson is absent.

Role of the CLAG Secretary:
A CLAG Secretary will also be required for the formation of a CLAG to ensure its efficient functioning. The CLAG secretary will:
o be nominated and approved by the members of the CLAG; and
o be rotated every year to reduce impact on staffing levels and commitment to the CLAG.

Duties of the Secretary include:
o documenting all incoming and outgoing communications on behalf of the CLAG and reporting these at each CLAG meeting;
o documenting the minutes of each CLAG meeting (Appendix 5); and
o e-mailing the CLAG meeting minutes to each CLAG member within two weeks of each meeting.
  o The minutes shall be checked by the chairperson and accepted by CLAG members as a true and accurate record at the commencement of the next meeting.
Role of the Principle Stakeholders:

Local Governments (City of Busselton and the Shire of Capel)

Members from each LG forming a CLAG will ensure they:

- provide a minimum of one Environmental Health staff member to attend each CLAG meeting (multiple staff may attend if deemed appropriate by that LG);
- invite other employees (e.g. Environmental Health Assistants / Mosquito control operators involved in the mosquito management programs at each Local Government) along to meetings, where possible;
- are willing to contribute to the CLAG meeting in an open and supportive manner by:
  - providing an update on mosquito trapping results (both adult and larval) for their jurisdiction;
  - discussing treatments performed since the last meeting; and
  - discussing any issues and concerns that may have arisen since the last meeting;
- maintain records of chemical use and treatment dates for funding applications;
- conduct adult and larval surveys in alignment with their Mosquito Management Plan and provide results to the DOH on a regular basis; and
- establish an education subcommittee in conjunction with the Leschenault Mosquito Management Group CLAG/DOH and the subcommittee to report back to the CLAG on strategies and results of the education programs.

Role of the Department of Health:

At CLAG meetings, the DOH will make available a minimum of one staff member who will:

- help guide discussions and follow-up enquiries for future meetings;
- provide a summary of the latest Mosquito-Borne Disease statistics for the CLAG (including breakdown to suburb level for internal use only);
- provide weather forecasts for the following quarter and discuss any concerns that environmental conditions may have on mosquito breeding and development; and
- highlight any areas of concern and provide advice on any questions or queries raised by other parties at the meeting.
Inclusion of additional Stakeholders:

In some instances, additional stakeholders may be included in CLAG meetings where the common goal of mosquito management is of prime concern. For instance, it may be an opportunity to include the Department of Environment Regulation, GeoCatch or the West Australian Planning Commission or other LGs as members of the CLAG. The CLAG may invite additional stakeholder/s to:

- be included in the CLAG as a permanent member
  - Prior to the invitation and acceptance of a new permanent CLAG member, the Chairperson of the CLAG shall write to DOH, notifying them of the CLAG’s intentions and requesting approval to proceed;
- attend CLAG meetings as invited guests:
  - when common concerns are identified;
  - to address specific concerns;
  - to provide guidance, knowledge and/or advice they have acquired as a member of an existing CLAG in another region; and/or
  - to determine if permanent inclusion in the CLAG would be beneficial to the existing CLAG.

Role of additional Stakeholders

If the CLAG determines that additional stakeholders are to be included in the CLAG (either for a single or multiple meetings), the additional Stakeholders will:

- provide a minimum of one staff member to attend each meeting;
- contribute to the meeting in an open and supportive manner;
- discuss any issues and concerns that may arise;
- have no voting rights (unless made a permanent member) and may be requested to leave the meeting at any time by the chairperson (for discussion of CLAG specific issues); and
- provide feedback and information on issues or concerns at following meetings.

CLAG Meetings

- A minimum of three CLAG meetings will be held each mosquito season.
- CLAG meetings will be hosted either at one LG base or by rotating each meeting between the LG’s forming the CLAG;
  - This decision will be made by the CLAG at the first meeting of the season when the annual Calendar of Events is put forward for approval; and

Page 6
The Mayor, President, Chief Executive Officer or a Councillor from the hosting Local Government should be invited to attend each of the CLAG meetings.

Process for decision making within CLAG meetings

All matters arising within the scope of a CLAG meeting that require a decision shall:

- be discussed/debated amongst CLAG members;
- have the final decision/position moved by a CLAG member by way of a motion;
- have the motion put forward seconded by another CLAG member;
- once seconded, be voted for by the members of the CLAG;
  - each LG shall have one vote only.
- be approved or rejected by simple majority; and
- where a simple majority cannot be reached DOH shall have the casting vote.

Funding and reporting requirements for a CLAG:

- A single CLAG funding submission (using the DOH funding submission form) and a cover letter requesting funds will be sent to the DOH by the Chairperson on or before the 31st July each year;
- The CLAG will establish a single finance account (including a trust account) at one base (one of the LG members)
  - the LG holding the finance account will supply invoices to associated LG’s and the DOH, for their contributions to the funding scheme, once budgets are approved;
- LG CLAG members and the DOH will pay invoices and contribute to the Trust Account in accordance to the breakdown described in the CLAG funding submission; and
- The CLAG shall provide a brief annual report on the mosquito season for the CLAG at the conclusion of each season as part of the funding application for the following year.
**Amendments, modifications or variations**

This Terms of Reference may be amended, modified or varied in writing to DOH after consultation and agreement by the CLAG members (outlined above).

This Terms of Reference (ToR) is supported by:

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<tr>
<th>Department of Health, Western Australia</th>
<th>Mr Colin Dent</th>
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<tbody>
<tr>
<td>Dr Michael Lindsay</td>
<td>Chairperson of Geographe Mosquito Management Group CLAG</td>
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<tr>
<td>Managing Scientist</td>
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<td>Environmental Health Hazards</td>
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<tr>
<th>Mrs Tanya Gillett</th>
<th>Mrs Jane Cook</th>
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<td>Vice-Chairperson Geographe Mosquito Management Group River CLAG</td>
<td>Secretary of Geographe Mosquito Management Group CLAG</td>
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### Contact List for the Geographe Mosquito Management Group

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<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>Position/Title</th>
<th>Contact Details</th>
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<tbody>
<tr>
<td>Dr Michael Lindsay</td>
<td>Department of Health, WA</td>
<td>Managing Scientist</td>
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<td>Environmental Health Hazards Unit</td>
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<td>Tel: 08 9285 5506</td>
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<td>Fax: 08 9383 1819</td>
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<td>Dr Peter Neville</td>
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<td>A/ Medical Entomologist</td>
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<td>Email: <a href="mailto:Peter.Neville@health.wa.gov.au">Peter.Neville@health.wa.gov.au</a></td>
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<td>Ms Amber Douglas</td>
<td>Department of Health, WA</td>
<td>Senior Scientific Officer</td>
<td>PO Box 8172</td>
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<td>Mosquito-Borne Disease Control</td>
<td>Perth Business Centre WA 6849</td>
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<td>Environmental Health Hazards Unit</td>
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<td>Email: <a href="mailto:Amber.Douglas@health.wa.gov.au">Amber.Douglas@health.wa.gov.au</a></td>
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<tr>
<td>Mr Ryan Janes</td>
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<td>Email: <a href="mailto:Ryan.Janes@health.wa.gov.au">Ryan.Janes@health.wa.gov.au</a></td>
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<tr>
<td>Mr Colin Dent</td>
<td>Shire of Capel</td>
<td>Manager Health Services</td>
<td>PO Box 369</td>
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<td>Email: <a href="mailto:cdent@capel.wa.gov.au">cdent@capel.wa.gov.au</a></td>
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<td>Mrs Tanya Gillett</td>
<td>City of Busselton</td>
<td>Coordinator Health Services</td>
<td>Locked Bag 1</td>
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| Mrs Jane Cook        | Shire of Capel       | Environmental Health Officer | PO Box 369  
Capel WA 6271  
Tel: 0897270203  
Mob 0407 997 246  
Fax: 0897270223  
Email: jcook@capel.wa.gov.au |
| Mrs Renata Fourie    | City of Busselton    | Environmental Health Officer | Locked Bag 1  
Busselton WA 6280  
Tel: 0897810488  
Mob: 0408 234 261  
Fax: 0897524958  
Email: rentata.fourie@busselton.wa.gov.au |
Appendix 1: Roles of the _Geographe Mosquito Management Group_ CLAG:

As of 2012:

- **Chairperson**: Colin Dent
- **Vice-Chairperson**: Tanya Gillett
- **Secretary**: Jane Cook

**Geographe Mosquito Management Group**

Contiguous Local Authorities Group

**Department of Health**

Leschenault Mosquito Management Group CLAG
Appendix 2: Calendar of Events (example)

Geographe Mosquito Management Group CLAG Calendar of Events for 2013/14 Season.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td></td>
<td>Geographe Mosquito Management Group CLAG meeting</td>
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<td>Host: _______________</td>
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Appendix 3: Department of Health Request for Funding
Appendix 4: ____________ CLAG Agenda (example)

_______________ CLAG Meeting

18 August 2012 at 2pm

Host: __________

Agenda Items

1. Welcome (CLAG members, Mayor/President, CEO, Additional Stakeholders)
2. Attendance and apologies
3. Confirmation of previous minutes
4. Business arising from previous minutes
5. Local Government Updates
   a. City of ____________
   b. Shire of ____________
6. Department of Health Update
7. Issues or concerns
   a. ____________
   b. ____________
   c. ____________
8. Next meeting
9. Close
Appendix 5: CLAG Meeting Minutes (example)

_____________ CLAG Meeting Minutes

18 August 2012 at 2pm

Host: __________

Agenda Items

1. Welcome (CLAG members, Mayor/President, CEO, Additional Stakeholders)

The Chairperson opened the meeting and welcomed the attendance of the Mayor/Chief Executive Officer of the ________.

2. Attendance at CLAG meeting and apologies

Attendees (name/stakeholder): Apologies (name/stakeholder):

3. Confirmation of previous minutes

Minutes of the previous meeting were approved/amended by the members of the ________ CLAG.

4. Business arising from previous minutes

   a. At the request of the CLAG members at the meeting on XXX, the Chairperson has invited ________ to attend the next meeting scheduled for xxx to discuss ________.

5. Local Government Updates

   a. City of ______________

      The City of ______ indicated

   b. Shire of ______________
Shire of _______ reported

6. Department of Health Update

Department of Health gave Human cases data for each Local Government area reporting an increase/decrease in human cases of Ross River virus etc.

7. Issues or concerns
   a. __________
   b. __________
   c. __________

8. Next meeting

The next meeting will be held on the dd, month/year at the _______ Council offices at __________ __________ at.

9. Close
ATTACHMENT TO ITEM 14.2

Removal of Boyanup Pony Club Building – Unbudgeted Expenditure

Attachment – Photos of Boyanup Pony Club building
ATTACHMENT TO ITEM 14.2

BOYANUP PONY CLUB building
(now disused)
ATTACHMENTS TO ITEM 15.1

Adoption of South East Capel Local Structure Plan

Attachment 1 – Draft South East Local Structure Plan (as advertised)

Attachment 2 – Schedule of Submissions
## Schedule of Submissions

### SE Capel Local Structure Plan
**Community consultation from 22 August to 11 October 2013**

Notes: The names of individuals are not shown in order to protect privacy.  
PPS = planning policy statement.

<table>
<thead>
<tr>
<th>No</th>
<th>Submitter</th>
<th>Summary of Submission</th>
<th>Comment/Recommendation</th>
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| 1  | Main Roads WA Bunbury 6231 | No objection subject to:  
  1. Subdivider providing 10m road widening of Goodwood Rd (eastern side) free of cost to accommodate new road access/intersection – via an additional planning policy statement (PPS).  
  2. Modify PPS 2 on the structure plan to include reference to the “specification and satisfaction of MRWA”.  
  3. Include an additional PPS requiring the subdivider to upgrade Goodwood Rd to the specification and satisfaction of MRWA, including road widening and turn lanes. | Acknowledged - prior to clearance of subdivided lots, the subdivider will be required to upgrade Goodwood Rd to the specification and satisfaction of MRWA.  
**Recommendation:** That the planning policy statements on the draft structure plan be modified to include reference to the subdivider providing 10m road widening of Goodwood Rd (eastern side) free of cost to accommodate new road access/intersection; inclusion of “to the specification and satisfaction of MRWA” in PPS2; and a requirement for the subdivider to upgrade Goodwood Rd with design and construction to the specification and satisfaction of the Shire and MRWA, including road widening and turn lanes. |
<p>| 2  | State Heritage Office Perth 6000 | The structure plan is not considered to have a significant impact on the heritage significance of ‘Lexden Park’ which is on the State Register of Heritage Places, due to the separation of the place from the subject land by the Capel River. | Noted. |
| 3  | Western Power Perth 6000 | The draft structure plan has been noted in Western Power’s planning database in advance of their next review of network capacity requirements. Western Power plans are provided via its Annual Planning Report and Network Capacity Mapping Tool which area available for review by the Shire. | Noted. |
| 4  | Dept of Local Government Perth 6000 | Appreciates opportunity provided. No comment on draft plan. | Noted. |
| 5  | Telstra Perth 6000 | No objection. A network extension will be required for the development and the developer will need to submit an application before construction is due to start. | Noted – the development proponent/s will be required to liaise with Telstra prior to development in the normal course of achieving subdivision approval (following endorsement of the structure plan). |
| 6  | Dept of Fire &amp; Emergency Services Bunbury 6231 | DFES is content that the fire protection measures are satisfactory at this stage i.e. the requirement for preparation of a Fire Management Plan at subdivision. | Noted – PPS 7 requires the preparation and implementation of a FMP as part of the subdivision application. |</p>
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<th>7</th>
<th>Dept of Mines and Petroleum East Perth 6004</th>
<th>The proposal is located within 1,000 metres of a Strategic Mineral Resource Protection Area for titanium-zircon – it is likely that this resource will be mined in the future. The Dept of Mines and Petroleum (DMP) will request that each lot within the 1,000 metres Protection Area has a notification on its title alerting potential purchasers to the potential for mining.</th>
<th>The issue of mining within 1,000 metres of Urban Development zones needs to be resolved prior to subdivision or an appropriate notification placed on titles. <strong>Recommendation:</strong> That an additional PPS be included on the structure plan requiring the applicant to liaise with the DMP prior to subdivision in relation to the potential mining issue and, if necessary, place a memorial on relevant titles at the time of subdivision alerting purchasers of lots within 1,000 metres of a Strategic Mineral Resource Protection Area to the potential for future mining.</th>
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<td>8</td>
<td>Dept of Education East Perth 6004</td>
<td>It is anticipated that the structure plan area will yield approx. 125 students which will increase the need for additional facilities at Capel Primary School. As there is little room for expansion of the site north of Barlee Rd, the Dept will need to investigate options for future school buildings and the interface of the school with the oval and new development.</td>
<td>The structure plan currently provides for 1.4ha of land to be added to the school site adjacent to the east of the school oval. The applicant, Education staff and Shire staff met in November to discuss issues related to traffic, parking and school expansion – the outcome was that no modification to the structural outcomes will be required and that the matters would be canvassed further by the Education Dept.</td>
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| 9 | Principal Capel Primary School Capel 6271 | The Capel Townsite Strategy shows school expansion to the east, west and south of the school oval but this is not reflected in the draft Plan. The land identified is not necessarily appropriate to assist with the expansion of the school. It is acknowledged that the school site is likely to remain severed by Barlee Rd and that future buildings would not be located south of Barlee Rd. Land to the west of the oval could facilitate additional parking capacity for the school. The school would prefer a contribution towards upgrading Barlee Rd parking and traffic calming. Figure 7 indicates that the land set aside for school expansion is for ‘potential acquisition by the government’ while sec. 3.3 states that the land will be ceded. The School has not been consulted in relation to future expansion of the school. The school strongly supports the provision of dual use paths and requests that appropriate management plans are prepared to ensure that construction activity and vehicles do not place students at risk. | While the Townsite Strategy indicatively identifies school expansion areas south of Barlee Rd (to be ceded free of cost), it was not intended that the entire area indicated be surrendered (as road access and other matters influence this outcome) - the structure plan currently provides for 1.4ha of land to be added to the school site adjacent to the school oval. The applicant, Education staff and Shire staff have now met to discuss issues related to traffic, parking and school expansion – the outcome was that no modification to the structural outcomes will be required at this time and that the matters would be canvassed further by the Education Dept. and the school. **Recommendations:**  
- That the structure plan indicate more clearly the dual use path connections from the land to the existing and proposed path network.  
- That PPS 3 include reference to the preparation of management plans to ensure that construction activity and vehicles do not place students at risk. |
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<td>10</td>
<td>Water Corporation</td>
<td>No objection – additional comments: The Corporation’s previous comments have not been reflected by updated comments in Clause 2.10 relating to servicing and infrastructure. The indicative layout shown on Figure 9 reflects the likely minimum offsite connection and larger internal water reticulation mains. Additional linkages offsite will be required to satisfy network requirements, adequate water supply and reliability of supply – details will be advised and managed during subdivision. The sewerage information in clause 2.10 is out of date – the land is potentially serviced by three sewerage pumping station catchments, one of which is currently undeveloped.</td>
<td>Noted – these matters need to be reflected in the structure plan report but will be substantially addressed and managed during subdivision of the structure plan area. <strong>Recommendation</strong>: That the applicant be requested to update the structure plan report in relation to the comments received from the Water Corporation regarding water supply reticulation and sewerage infrastructure requirements.</td>
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<td>11</td>
<td>Dept of Aboriginal Affairs</td>
<td>One registered Aboriginal heritage site is identified, Capel River. It is possible that unidentified Aboriginal heritage values may be located within the subject land, therefore the Dept’s ‘Cultural Heritage Due Diligence Guidelines’ will assist in determining whether the proposals may impact Aboriginal sites. Any cultural material or new sites are to be reported to the Registrar of Aboriginal sites pursuant to the Aboriginal Heritage Act 1972.</td>
<td>Noted, Capel River is to be included in a foreshore reserve and buffered from development by additional recreation reserves. <strong>Recommendation</strong>: That the applicant/landowners refer to the Cultural Heritage Due Diligence Guidelines prior to and during subdivision and development of the subject land, and be advised that they have obligations pursuant to section 15 of the Aboriginal Heritage Act 1972.</td>
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<td>12</td>
<td>Dept of Agriculture and Food</td>
<td>No objection – seeks consideration of: 1. appropriate buffers to be provided in the rezoned area adjacent to the southern boundary to minimise the potential for land use conflict with the agricultural land to the south. 2. Drainage to be managed to avoid impacts on the adjacent agricultural land. DAFWA recommends that setbacks/buffers be incorporated in accordance with the EPA Guidelines relating to Separation Distances between Industrial and Sensitive Land Uses in order to ensure that agricultural operations on adjacent land are not restricted. 1. While the land to the south of the structure plan area is likely to remain rural for some time, it is identified as a future residential area (medium term urban deferred). Nevertheless, the plan should provide an interim mechanism to minimise land use conflict between the proposed residential subdivision and the rural land to the south e.g. vegetated buffers. 2. The development will incorporate a water management strategy which will ensure that drainage is managed in accordance with the relevant requirements e.g. that no water be discharged on to adjoining private land. <strong>Recommendation</strong>: That the structure plan be modified to address the requirement for vegetated (interim) buffers to the rural land immediately to the south of the subject land in accordance with the relevant guidelines referred to in the DAFWA submission e.g. additional PPS or notation on structure plan.</td>
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<td>13</td>
<td>Goodwood Road Capel 6271</td>
<td>Not against development but objects to the proposal in its current form as the extensive bush areas and habitat for endangered western ringtail possum and black cockatoo would be totally cleared. The proposal is not consistent with the POS Strategy and would like to see larger lot sizes within vegetated areas to balance urban development with natural factors; additional internal POS to soften effect of mass housing; EPA assessment of impacts including nutrient runoff into Capel River; and assessment of impact on western ringtail possum habitat. The Shire should learn from recent development in Capel regarding lack of trees and balance between natural spaces and housing.</td>
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<tr>
<td>14</td>
<td>Spurr Street Capel 6271</td>
<td>Not against development but objects to the proposal in its current form as the extensive bush areas and habitat for endangered western ringtail possum and black cockatoo would be totally cleared. The proposal is not consistent with the POS Strategy and would like to see larger lot sizes within vegetated areas to balance urban development with natural factors; additional internal POS to soften effect of mass housing; EPA assessment of impacts including nutrient runoff into Capel River; and assessment of impact on western ringtail possum habitat. The Shire should learn from recent development in Capel regarding lack of trees and balance between natural spaces and housing.</td>
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It is acknowledged that some areas of remnant vegetation and habitat will be cleared for development however much of this is considered degraded. The structure plan report indicates that 12.2ha of vegetation will be cleared (only a few hectares of this is considered in good condition), 14.7ha retained and 6.3ha replanted. Management reports have already been prepared for the endangered possum and black cockatoo in order to ensure minimal impact on these fauna. It should be noted that the earlier rezoning of the land to Urban Development has already been assessed by the EPA, and the draft structure plan was referred to relevant environmental agencies (refer to Submission 21). A landscape master plan has been prepared which seeks to enhance the development via the planting of trees and other landscaping along subdivisional roads and in POS. The provision of larger lot sizes in vegetated areas may not improve habitat outcomes substantially but may be supported by the Townsite Strategy which indicates R20 with ‘mixed residential density subject to environmental review...’

**Recommendation:** That the applicant include some larger residential lot sizes e.g. R12.5 where the better quality vegetation occurs in Stage 1 in the west of the site.

Refer to comment and recommendation for Submission 13.
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<td><strong>15</strong> Spurr Street Capel 6271</td>
<td>Not against development but objects to the proposal in its current form as the extensive bush areas and habitat for endangered western ringtail possum and black cockatoo would be totally cleared. The proposal is not consistent with the POS Strategy and would like to see larger lot sizes within vegetated areas to balance urban development with natural factors; additional internal POS to soften effect of mass housing; EPA assessment of impacts including nutrient runoff into Capel River; and assessment of impact on western ringtail possum habitat. The Shire should learn from recent development in Capel regarding lack of trees and balance between natural spaces and housing.</td>
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<td>Refer to comment and recommendation for Submission 13.</td>
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| **16** Upson Road Capel 6271 | Upson Rd residents are concerned about the impacts of the proposed development as follows:  
- Management of air and noise pollution.  
- Visual impact – will a fence be erected along the boundary with existing houses prior to development beginning?  
- Will machines be permitted to operate from daylight to dark or have restrictions applied? |
<p>| | The structure plan already includes a requirement to address dust and drainage management during construction (PPS3) and this should also include noise management. Appendix 16 of the Scheme already includes the requirement for fencing of adjoining residential lots. <strong>Recommendation:</strong> That PPS3 be modified to refer to mechanisms for traffic and noise management during construction; and a PPS be included to require uniform fencing along the western boundary of the land adjoining lots in Upson Rd, with the proposed side boundaries of the new lots to align with the existing boundaries of the lots fronting Upson Rd. |
| <strong>17</strong> Goodwood Road Capel 6271 | Not against development but objects to the proposal in its current form as the extensive bush areas and habitat for endangered western ringtail possum and black cockatoo would be totally cleared. The proposal is not consistent with the POS Strategy and would like to see larger lot sizes within vegetated areas to balance urban development with natural factors; additional internal POS to soften effect of mass housing; EPA assessment of impacts including nutrient runoff into Capel River; and assessment of impact on western ringtail possum habitat. The Shire should learn from recent development in Capel regarding lack of trees and balance between natural spaces and housing. |
| | Refer to comment and recommendation for Submission 13. |</p>
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<th>Comment</th>
<th>Recommendation</th>
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<tr>
<td>18</td>
<td>Submitters Goodwood Road Capel 6271</td>
<td>Not against development but objects to the proposal in its current form as the extensive bush areas and habitat for endangered western ringtail possum and black cockatoo would be totally cleared. The proposal is not consistent with the POS Strategy and would like to see larger lot sizes within vegetated areas to balance urban development with natural factors; additional internal POS to soften effect of mass housing; EPA assessment of impacts including nutrient runoff into Capel River; and assessment of impact on western ringtail possum habitat. The Shire should learn from recent development in Capel regarding lack of trees and balance between natural spaces and housing.</td>
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<td>Late submissions</td>
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| 19    | Dept of Health Shenton Park 6008       | 1. All development is required to connect to scheme water and reticulated sewerage  
2. Impacts of increased density development e.g. noise, odour, light should be minimised by mechanisms such as insulation, double glazing and location of air conditioning units.  
3. Sufficient resources should be available to continue mosquito management in the future.  
4. Proposed infrastructure and site works should not create mosquito breeding habitat i.e. earthworks must not create ponding from run-off; water tanks and containers must be sealed to prevent mosquito breeding; constructed water bodies must not contribute to mosquito breeding and will require monitoring to prevent breeding; and the *Chironomid midge and mosquito risk assessment guide for constructed water bodies* should be referred to during the early stages of planning to minimise mosquito breeding. | 1. Acknowledged – the proposed development will be required to be adequately serviced with urban infrastructure.  
2. Noted – the proposed density of development is not considered to warrant additional mechanisms except possibly in relation to aged persons’ accommodation (at the development stage).  
3. The Shire has an ongoing programme for mosquito management.  
4. Noted – some revision of the structure plan is required. **Recommendation:** That a planning policy statement be included requiring a mosquito management plan addressing the following:  
a. the need for Water Sensitive Urban Design to use the Department of Health’s risk assessment guide re: mosquito breeding and prevention of mosquito breeding areas;  
b. the need to inform prospective purchasers of measures to prevent mosquito breeding;  
c. ensuring that proposed infrastructure and site works, and constructed water bodies do not create mosquito breeding habitat; and  
d. reference to the *Chironomid midge and mosquito risk assessment guide for constructed water bodies* during the early stages of planning to minimise mosquito breeding. |
| 20 | Dept of Water Bunbury 6231 | The SE Capel Local Water Management Strategy is to the Depts requirements – an assessment spreadsheet is provided which generally addresses technical matters. The foreshore management plan is not assessed – the Dept looks for a more detailed plan at subdivision stage however it is clear from the design and flood mapping that an adequate area has been provided as foreshore to manage flooding and vegetation protection etc. | Noted – a detailed foreshore management plan will be required at subdivision. **Recommendation:** That a PPS be included requiring a more detailed Foreshore Management Plan to be prepared to the satisfaction of the Shire and the Department of Water (DoW) and submitted with the subdivision application. |
| 21 | Dept. of Parks and Wildlife Bunbury 6230 | **1.** Given its value as part of a poorly represented and reserved vegetation complex within a recognised Regional Ecological Linkage and providing proven habitat for Black Cockatoo and WR Possum, DPaW recommends that, where possible, the remnant vegetation on the subject land should be protected from development impacts; and that the Structure Plan provide for the protection of better quality Cockatoo and WRP habitat. It is suggested that the central POS (Area B) is enlarged & elongated east-west and moved northward to incorporate more of the surrounding woodland. **2.** DPaW supports the strategy to plant WRP habitat trees along road verges and within areas of POS, which should be designed to provide links between existing and proposed areas of remnant vegetation. DPaW agrees with the requirement for a Landscape Plan to Council’s satisfaction, but requests that this be done in consultation with DPaW. **3.** As clearing of up to 5.5ha of Black Cockatoo and WRP habitat will be required, it would appear likely that the proposal will require assessment and approval under the EPBC Act, and DPaW advises that the Structure Plan must therefore be referred to the Commonwealth Department of Environment for confirmation as to whether this will be the case. **4.** DPaW is of the view that the proposed R1 conservation lots are not an appropriate way to protect this area of valuable remnant vegetation, as this will mean it will be subjected to clearing for building envelopes, vehicular access, boundary fencing, and fire protection e.g. clearing for fire protection may require clearing or modification of vegetation for up to 100m around future dwellings on both  | **1.** It should be acknowledged that the subject land is identified for urban development and that while there will be some impacts on the environment, any impacts should be minimised where possible. The vegetation adjacent to the central POS area is identified as degraded therefore no change is recommended. **2.** Noted. **Recommendation:** That PPS 4 be modified to ensure that the Landscape Plan is prepared to the satisfaction of Council in consultation with DPaW. **3.** The applicant/development proponent is responsible for referral of the proposal pursuant to the EPBC Act. **4.** The Shire is satisfied that the conservation lots will be adequately managed by private landowners subject to clearing being restricted to building envelopes. **Recommendation:** That building envelopes or building exclusion areas be clearly marked on the two large conservation lots and located to minimise clearing for access and fire protection in cleared or degraded areas, in close proximity to the fronting roads; and that the adjoining road reserves be relocated if necessary to better reflect site conditions and remnant vegetation outcomes. **5.** It should be noted that the DoW has not raised any concerns in relation to the extent of the foreshore reserve in its submission, stating that it is clear from the design and flood mapping that an adequate area has been provided to manage flooding and vegetation protection etc. DoW looks for a more detailed foreshore management plan at subdivision stage. **6.** Noted. **Recommendation:** That PPS 4 be modified to include the requirement for a Rehabilitation/Revegetation Management Plan to be prepared as a |
lots. DPaW recommends that this significant area of vegetation is included within the proposed foreshore area, where it can be properly managed for conservation purposes. If the Shire elects to retain the conservation lots, then DPaW considers that building envelopes must be clearly marked, and a Fire Management Plan prepared as part of the Structure Planning process - the building envelopes should be located to minimise clearing for access and fire protection and positioned in cleared or degraded areas, in close proximity to the fronting roads. DPaW recommends that the (north-south) road along the western perimeter is shifted west by at least 25m to coincide with the existing access track, while the (east-west) road along the southern perimeter is shifted south by 25m to lie completely within the cleared paddock.

5. DPaW believes that the proposed foreshore reserve should incorporate an appropriate minimum buffer to the Capel River. The proponent should be guided by the document *Operational Policy 4.3: Identifying and Establishing Waterway Foreshore Areas* (DoW). DPaW considers that the proposed drainage basins and areas of open space have the potential to adversely impact the biodiversity values of the River, particularly as a result of nutrient enrichment and loss of riparian vegetation. DPaW recommends that the DoW is consulted in relation to the close proximity of the open space and drainage basins to the Capel River.

6. Implementation of the Plan is likely to require the provision of environmental offsets in the form of rehabilitation and revegetation within the subject land - Figure 8, Vegetated Areas identifies several potential rehabilitation/revegetation areas and DPaW agrees that there is considerable potential for rehabilitation within these areas and considers that this should be the subject of a Rehabilitation/Revegetation Management Plan.

| ATTACHMENT 2 TO ITEM 15.1 | component of the detailed landscape plan. |
CONFIDENTIAL

ATTACHMENT TO ITEM 17.1

Tender 13/06 Architectural Project Services

Attachment - Confidential Tender Assessment (provided to Council members)
ATTACHMENTS TO ITEM 17.3

Financial Statements to 30 November 2013

Attachment – Financial Statements to 30 November 2013
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### SHIRE OF CAPEL

**STATEMENT OF COMPREHENSIVE INCOME**

**BY NATURE OR TYPE**

**FOR THE YEAR TO DATE 30 NOVEMBER 2013**

<table>
<thead>
<tr>
<th>NOTE</th>
<th>Year to Date Actual $</th>
<th>Amended Year to Date Budget $</th>
<th>2014 Original Total Budget $</th>
<th>2014 Amended Total Budget $</th>
<th>2014 Year End Forecast $</th>
<th>2013 Year End Actual $</th>
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<td>8,196,436</td>
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<td>2,811,569</td>
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<td>490,522</td>
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<td>176,131</td>
<td>180,750</td>
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<td>14,541,006</td>
<td>14,575,581</td>
<td>15,030,690</td>
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<td>(7,244,500)</td>
<td>(7,217,816)</td>
<td>(6,732,730)</td>
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<td>(2,227,102)</td>
<td>(6,124,734)</td>
<td>(6,068,841)</td>
<td>(4,264,864)</td>
<td>(5,176,760)</td>
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<td>(203,100)</td>
<td>(486,173)</td>
<td>(513,058)</td>
<td>(313,058)</td>
<td>(505,766)</td>
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<td>Depreciation 2(a)</td>
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<td>(1,165,010)</td>
<td>(2,790,115)</td>
<td>(2,671,926)</td>
<td>(2,371,926)</td>
<td>(2,543,965)</td>
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<td>(118,810)</td>
<td>(285,189)</td>
<td>(285,188)</td>
<td>(385,188)</td>
<td>(238,607)</td>
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<td>(159,289)</td>
<td>(313,058)</td>
<td>(313,058)</td>
<td>(313,058)</td>
<td>(167,760)</td>
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<td>(126,226)</td>
<td>(319,020)</td>
<td>(324,111)</td>
<td>(325,684)</td>
<td>(378,592)</td>
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<td>(6,544,722)</td>
<td>(16,412,400)</td>
<td>(16,480,768)</td>
<td>(18,351,214)</td>
<td>(16,843,570)</td>
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<td><strong>Non-Operating Grants, Subsidies and Contributions</strong> 22</td>
<td>186,727</td>
<td>423,294</td>
<td>4,113,948</td>
<td>3,373,287</td>
<td>3,368,287</td>
<td>2,295,793</td>
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<td>14,833</td>
<td>47,627</td>
<td>47,627</td>
<td>47,627</td>
<td>19,154</td>
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<td><strong>Loss on Asset Disposals</strong> 15</td>
<td>(22,542)</td>
<td>(2,456)</td>
<td>(6,000)</td>
<td>(6,000)</td>
<td>(7,459)</td>
<td>(156,156)</td>
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<td><strong>NET RESULT</strong></td>
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<td>5,690,829</td>
<td>2,263,543</td>
<td>1,476,242</td>
<td>1,330,822</td>
<td>1,454,480</td>
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<tr>
<td><strong>Total Comprehensive Income</strong></td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>13,286,412</td>
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<tr>
<td><strong>TOTAL COMPREHENSIVE INCOME</strong></td>
<td>5,896,485</td>
<td>5,690,829</td>
<td>2,263,543</td>
<td>1,476,242</td>
<td>1,330,822</td>
<td>14,720,892</td>
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SHIRE OF CAPEL  
RATE SETTING STATEMENT  
FOR THE YEAR TO DATE 30 NOVEMBER 2013

<table>
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<tr>
<th>NOTE</th>
<th>YTD Actual $</th>
<th>YTD Budget $</th>
<th>2014 Budget $</th>
<th>2014 Amended Budget $</th>
<th>2014 Forecast $</th>
<th>2013 Year End Actual $</th>
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<tr>
<td>OPERATING REVENUES</td>
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<td>Governance</td>
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<td>48,832</td>
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<td>General Purpose Funding</td>
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<td>Law, Order, Public Safety</td>
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<td>72,701</td>
<td>161,027</td>
<td>161,027</td>
<td>154,028</td>
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<td>Health</td>
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<td>111,482</td>
<td>111,482</td>
<td>133,777</td>
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<td>Education and Welfare</td>
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<td>1,871,268</td>
<td>1,871,268</td>
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<td>Community Amenities</td>
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<td>2,143,917</td>
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<td>Recreation and Culture</td>
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<td>800,443</td>
<td>800,443</td>
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<td>314,708</td>
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<td>128,975</td>
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<td>123,068</td>
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<td><strong>Total</strong></td>
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<td><strong>12,638,048</strong></td>
<td><strong>18,704,001</strong></td>
<td><strong>18,794,976</strong></td>
<td><strong>18,099,495</strong></td>
<td><strong>18,254,046</strong></td>
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</table>

| OPERATING EXPENSES | | | | | | |
| Governance | (226,593) | (185,575) | (530,306) | (642,647) | (506,332) | (495,518) |
| General Purpose Funding | (81,068) | (255,101) | (378,427) | (378,427) | (222,427) | (352,413) |
| Law, Order, Public Safety | (363,550) | (355,052) | (820,738) | (815,738) | (794,877) | (2,367,404) |
| Health | (244,418) | (246,941) | (544,105) | (506,889) | (548,691) | (464,064) |
| Education and Welfare | (780,666) | (831,007) | (2,049,009) | (2,055,703) | (2,067,604) | (1,813,828) |
| Community Amenities | (1,139,116) | (1,309,453) | (3,098,269) | (3,171,581) | (3,178,105) | (3,092,736) |
| Recreation & Culture | (1,480,233) | (1,568,417) | (3,769,448) | (3,769,451) | (3,842,487) | (3,271,151) |
| Transport | (1,897,398) | (1,751,796) | (4,159,601) | (4,183,098) | (4,184,000) | (4,004,301) |
| Economic Services | (320,815) | (400,109) | (996,436) | (996,437) | (958,287) | (813,179) |
| Other Property and Services | (38,695) | (80,896) | (71,017) | (82,956) | (56,280) | (124,582) |

**NET OPERATING RESULT**  
6,696,665  
5,620,638  
2,280,594  
1,471,203  
1,632,405  
1,454,480

**ADJUSTMENTS FOR CASH BUDGET REQUIREMENTS:**

Non-cash Expenditure and Revenue  
(Profit)/Loss on Asset Disposals 15 22,541 (12,388) (41,627) (41,627) (41,627) 137,042

Movement in Accrued Interest 43,116 0 0 0 0 0 (4,768)

Movement in Accrued Salaries and Wages 174,772 0 0 0 0 0 24,510

Movement in Employee Benefit Provisions 0 0 0 0 0 0 10,114

Depreciation on Assets 2(6) 1,227,424 1,196,600 2,796,116 2,871,926 2,871,926 2,543,955

Capital Expenditure and Income  
Purchase Land Held for Resale 0 0 0 0 0 0 0

Purchase Land and Buildings 23,272 (65,103) (355,205) (184,500) (293,500) (162,205)

Purchase Infrastructure Assets 232,797 (834,776) (1,531,916) (1,477,793) (1,491,273) (3,543,124)

Non Cash Infrastructure Assets 0 (223,633) (2,883,593) (2,883,593) (2,883,593) 0 0

Purchase Plant and Equipment 201,502 (364,128) (1,028,154) (1,162,659) (1,162,659) (913,209)

Purchase Furniture and Equipment 51,275 (66,243) (153,756) (139,956) (142,655) (28,046)

Disposal of Assets 15 110,000 110,196 343,100 343,100 343,100 276,456

Repayment of Loan Principal 16 (180,814) (34,749) (416,985) (416,984) (416,985) (345,794)

Self Supporting Loan Advances 0 0 0 0 0 0 0

Proceeds from Borrowings 16 0 0 0 0 0 1,295,000

Unspent Loans Bought Forward 0 0 0 0 0 0 20,376

Self Supporting Loan Principal Income 0 13,024 2,198 28,378 28,378 0 24,887

Transfers to Reserves 12 (134,155) 0 (2,092,584) (1,711,494) (1,706,111) (5,020,772)

Transfers from Reserves 12 0 0 2,838,369 3,101,583 3,106,036 2,560,172

Transfers to Restricted Assets 0 0 0 0 0 0 0

Transfers from Restricted Assets 0 0 0 0 0 0 1,672,163

Add: Surplus/(Deficit) 1 July B/Fwd 5,457 5,457 21,244 5,457 5,457 2,559

Less: Estimated Surplus/(Deficit) 30 June C/Fwd 0 0 0 0 0 0 5,457

**NET CURRENT ASSET POSITION**  
6,033,609 5,353,369 0 1,042 3,900 0 0

This statement is to be read in conjunction with the accompanying notes.
## SHIRE OF CAPEL
### STATEMENT OF FINANCIAL POSITION
#### AS AT 30 NOVEMBER 2013

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<td>Long Term Borrowings</td>
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<td>Provisions</td>
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<td>NET ASSETS</td>
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<td>Reserves - Asset Revaluation</td>
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<tr>
<td></td>
<td>TOTAL EQUITY</td>
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This statement is to be read in conjunction with the accompanying notes.
ATTACHMENT TO ITEM 17.4

Application to Keep 4 Dogs

Attachment  –  Location Map
ATTACHMENT TO ITEM 17.5

Application to Keep 3 Dogs

Attachment - Location Map