

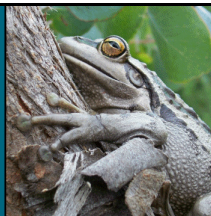
Shire *of* Capel

MINUTES

ORDINARY COUNCIL MEETING
Wednesday, 18 January 2012



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Shire of Capel



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SHIRE OF CAPEL
ORDINARY COUNCIL MEETING – 18.01.12
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SHIRE OF CAPEL

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY, 18 JANUARY 2012 COMMENCING AT 4.43PM.

| | | |
|----------|---|----------------|
| PRESENT: | President | MT Scott |
| | Deputy President | GJ Norton |
| | Councillors | BW Bell |
| | | KD Gibson |
| | | BW Hearne |
| | | S Manley |
| | | PK McCleery |
| | | JA Scott |
| | | BH Smith |
| | Chief Executive Officer | PF Sheedy |
| | Director Corporate Services | PJ Anastasakis |
| | Acting Director Technical Services | S Faber |
| | Director Planning & Development Services | C Burwood |
| | Director Community Services | M Plume |
| | Manager Health Services | C Dent |
| | Senior Planning Officer - Strategic | G Bishop |
| | Minute Secretary | AD Evans |
| VISITOR | Climate Change Adaptation Coordinator, Peron Naturaliste Partnership | J Ludbrook |
| APOLOGY: | Nil | |

The President welcomed everyone back to the Council Chambers after the Christmas and New Year break.

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

Nil

PUBLIC QUESTION TIME

Nil

APPLICATIONS FOR LEAVE OF ABSENCE

Nil

DECLARATION OF INTEREST

Nil

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

Nil

OC0101 CONFIRMATION OF MINUTES – 14.12.11

Moved Cr Hearne, Seconded Cr J Scott

That the minutes of the Ordinary Council meeting held on 14 December 2011 be confirmed as printed.

Carried 9/0

VOTING REQUIREMENTS

Simple majority

**ANNOUNCEMENTS BY PERSON PRESIDING
WITHOUT DISCUSSION**

Nil

PETITIONS/DEPUTATIONS/PRESENTATIONS

Ms Joanne Ludbrook, Climate Change Adaptation Coordinator for Peron Naturaliste Partnership provided Council with a comprehensive briefing on the objectives and activities of the Partnership.

Mr Faber left the Chambers at 5.06pm and returned at 5.07pm.

The President thanked Ms Ludbrook for a very interesting presentation.

Ms Ludbrook and Mr Bishop left the meeting at 5.15pm and did not return.

MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**QUESTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****CHIEF EXECUTIVE OFFICER REPORTS**

OC0102 (13.1) Business Forum

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 23.12.11
Author: Chief Executive Officer, PF Sheedy
Senior Officer: Chief Executive Officer, PF Sheedy
Attachments: Nil

MATTER FOR CONSIDERATION

Approval of unbudgeted expenditure of up to \$2,500 to allow the Chief Executive Officer to hold a Shire of Capel business forum in February 2012 as required as part of the CEO's Annual Performance.

BACKGROUND / PROPOSAL**Background**

Under the Chief Executive Officer's – Annual Appraisal for 2011/12 KRA 4: Sustainable Economic Development, there is an Action to 'Initiate a business forum for commercial operators within the Shire to facilitate a relationship with the Shire'.

Proposal

It is proposed to undertake a business forum over 3-4 hours, in the evening or on a weekend (yet to be decided) in February 2012, utilising the services of a professional facilitator to seek a response from the business operators from within the Shire of Capel on the questions:

1. Whether they would support the formation of a Shire wide business representative organisation (chamber of commerce or similar); and
2. How can businesses and Shire cooperate more effectively to improve the promotion of tourism and businesses within the Shire in the future?

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.8:

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.*

POLICY IMPLICATIONS

There are no current policies relevant to this item.

FINANCIAL IMPLICATIONS

Budget

Within the 2011/12 annual budget under Account 105220 'Consultants and Contractors' there is a budget allocation of \$12,500 which is expected to all be expended this financial year. There is currently no provision in the 2011/12 annual budget for this forum and so any expenditure incurred will be additional expenditure and classified as unbudgeted.

Long Term

Should the forum put forward some positive suggestions for promotion between the Shire and businesses which is supported by Council there could be a need for ongoing long term funding to achieve these objectives.

Whole of Life

Additional whole of life costs are not known at this time, but may be applicable if infrastructure is provided in the future.

SUSTAINABILITY IMPLICATIONS

A positive cooperative approach between the Shire and business operators will potentially provide additional economic benefits to the current businesses, may encourage additional tourism and business ventures in the Shire, which in turn could attract additional residents.

STRATEGIC IMPLICATIONS

Shire of Capel Strategic Plan – Towards 2020 A Vision for the Shire of Capel:

Key Focus Area 4: The Economic Experience

Objective 4.3 'Encourage business development opportunities within the Shire.'

Strategy Ec2 'Encourage investment, employment growth and business development within the Shire'.

CONSULTATION

Consultation with the business community will be undertaken with the business forum and there will be a need for ongoing consultation with businesses and business groups to ensure the success of any proposals.

Consultation has also been undertaken with the Small Business Centre Bunbury Wellington (SBC) in regards to appropriate facilitators and what assistance they can provide.

COMMENT

As there are no funds allocated in the 2011/12 annual budget for this forum any funds expended have to be authorised by Council prior to any expenditure occurring.

The CEO has undertaken discussion with Alison Maughan at SBC who has provided the name of a facilitator that the SBC use who is considered suitable for this proposed business forum. The SBC has also indicated it will also assist in promotion of the forum by sending out flyers to Shire of Capel businesses on their data base.

VOTING REQUIREMENTS

Absolute majority

OC0102 OFFICER'S RECOMMENDATIONS – 13.1/COUNCIL DECISION

Moved Cr Gibson, Seconded Cr Hearne

That Council approves unbudgeted expenditure up to \$2,500 to allow the Chief Executive Officer to organise a Shire of Capel business forum in February 2012 from Account 105220 'Consultants and Contractors'.

Carried by an Absolute majority 9/0

HEALTH SERVICES REPORTS Nil

PLANNING AND DEVELOPMENT SERVICES REPORTS Nil

TECHNICAL SERVICES REPORTS

OC0103 (16.1) Tuart Forest National Park Draft Management Plan 2011

Location: Capel
Applicant: Department of Environment and Conservation (DEC) and Conservation Commission of Western Australia
File Reference:
Disclosure of Interest: Nil
Date: 03.01.12
Author: Natural Resource Management Officer, R McPherson
Senior Officer: Acting Director Technical Services, S Faber
Attachments: 1. Schedule of comments and recommendations
 2. Map 1 - showing extent of national park and land tenure

MATTER FOR CONSIDERATION

To consider the proposals of the Tuart Forest National Park Draft Management Plan 2011.

In considering the plan to acknowledge that the National Park (referred to as the planning area) is contained within both the Shires of Capel and Busselton.

To endorse the comments and recommendations contained in the agenda report and schedule attachment as the Shire of Capel's submission on the proposals of the draft plan.

BACKGROUND / PROPOSAL

Background

Municipal Inventory of Heritage Places – 1999

Council adopted the Municipal Inventory in 1999 in response to the requirements of the Heritage Act. The Inventory identifies those places of heritage importance and categories them in levels of importance with a Category 1 being the highest and a category 5 the lowest. The Council also resolved to include places of categories 1 to 3 as part of Town Planning Scheme 7 to enable the protection of the Scheme to prevail. A category 1 place may also be afforded protection under the State Heritage Act as is the case with the Lime Kilns. The Heritage Council is also however considering registering the Ludlow Forestry Settlement on the State register.

The National Park planning area contains a number heritage places listed under the Inventory and Scheme as follows:

- Lime Kilns – Category 1;
- Ludlow Forestry House Precinct – Category 3;
- Ludlow single men's Quarters – Category 3;
- Dinny Connell's House – Category 5 – site;
- Formation Road existing alignment – Category 5 – site; and
- The Picnic Tree – Category 5 – site.

Heritage Interpretation Plan 2007

April 2008 – Council resolved to accept the Heritage Interpretation Plan Report as a guiding document for implementation of heritage interpretation projects in the Shire and to endorse the Heritage Reference Group’s Action Plan.

This document and plan identify interpretation projects to be undertaken throughout the shire and some of these projects have direct relevance to the Tuart Forest National Park as described below:

- Wardandi Nyungar Cultural project – A whole of Shire study is required to be undertaken in order to acknowledge the contribution that the Nyungar people have made to the Shire from settlement to the modern era. Identified Aboriginal history and their relationship to the national park would form a key part of this project.
- Tuart Forest National Park project – This project identifies the need to investigate/research what heritage requires interpretation e.g. Natural and economic values of the Tuart Forest, history of the forest area and Aboriginal heritage. Relevant government agencies are then to be encouraged to undertake onsite interpretation. The DEC and the Heritage Council are identified as stakeholders in this project.
- Tuart Forest National Park Lime Kilns project – This project identifies the need to investigate the viability of providing a heritage walk trail link from the Lime Kilns to the Higgins Road Interpretation site. The DEC and the Heritage Council are identified as stakeholders in this project.
- Ludlow Timber Mill and Cottages project - This project identifies the need to investigate the viability of providing a heritage walk trail link from the Timber Mill and Cottages to the Lime kilns/Higgins Road Interpretation sites. The DEC and the Heritage Council are identified as stakeholders in this project.
- Ludlow Timber Mill and Cottages project - This project identifies that Council will be an advocate to the DEC for the establishment of an interpretation centre at the settlement. The DEC and the Heritage Council are identified as stakeholders in this project.

Bemax Resources Ltd - Ludlow Mine Site – Decommissioning and Closure Plan

July 2008 – The Shire was a stakeholder in the consideration of the proposed Ludlow mining proposals. Approval of the activity required the preparation of the Decommissioning and Closure Plan. The final plan (Rev.3) was approved by the DEC in July 2008.

The plan included reference to the importance of European Heritage in the mine site and Ludlow area and sets out intended actions that would be followed in disturbing and restoring heritage sites in the mining area.

Commitments provided within the plan included:

- Tramway and stagecoach pass to be re-instated to their original position.
- The old tramway track and stagecoach pass are to incorporate a walking trail with commemorative plaques (information boards) detailing the history of each site and the surrounding area. The location of the walking trail was identified on a plan within the report.
- Plaques will include a map of the area showing the location of each track as well as any relevant photographs and a brief history of each track and the surrounding area. The plaques will be located at appropriate points (location shown indicatively on plan within report) along the walking trail.

- Heritage items discovered during mining will be replaced along the walking trail in its appropriate original location.
- Replacement of Tramway – site recognition by means of a plaque, place name, interpretative material and/or architectural or urban design.

Importantly the “Decommissioning and Closure Plan” concludes with the statement that the “European heritage aspects of the Ludlow mine site will also be incorporated by the DEC into the Ludlow Management Plan for ongoing management and maintenance. The Ludlow Management Plan is the DEC plan for planning and maintenance of the Ludlow National Park.” This is obviously a reference to the draft plan the subject of this agenda item.

The proposed draft management plan has not given any regard to the above commitments.

Trails Master Plan 2009

September 2009 (OC0927 – OC0930) – Council resolved to endorse the Shire of Capel Trails Master Plan (TMP) and to undertake/agree to the following actions which have relevance to the Tuart Forest National Park.

- To refer the TMP to the DEC and seek continued assistance of the DEC with respect to the development of the trails within the Tuart Forest National Park in accordance with the plan. To seek to have the proposed trails for the Tuart Forest National Park included within the Management Plan currently being prepared by the DEC.
- To progress eight (8) trail projects during the four financial years from 2010/2011 to 2013/2014. One of these trails is identified as “The Avenue portion of the Capel to Peppermint Grove Beach trail.” It is to be noted that the draft management plan proposes to close this road reserve and include it within the National Park.
- That it “does not support the permanent closure of the section of road known as “The Avenue” if it results in the loss of a possible recreational trail link to Peppermint Grove Beach.”
- That it “supports the retention of Crown land (rail and road reserves) in State ownership where there is a need to retain such reserves to achieve the proposed trails of the TMP.

The DEC was advised of these matters by letter on the 2 October 2009 however no response was received.

Council Briefing - Draft Management Plan for Tuart Forest National Park

November 2011 – Sophie Bishop from DEC gave a presentation on the Tuart Forest National Park draft management plan 2011 and provided Councillors with a complete hard copy version of the plan.

Proposal

The following is a brief overview of the background to the preparation and intent of the draft management plan:

- The draft management plan has been prepared by the DEC on behalf of the Conservation Commission.
- The plan covers Tuart Forest National Park, State Forest No.2, Reserve 868 and a number of other proposed land additions (a total of 3,040 hectares).

- The draft plan was prepared by a Tuart Forest National Park Planning Team made up of DEC officers with comments and advice provided by specialist DEC branches within the department and the Department of Water.
- The assistance of the Tuart Forest National Park Advisory Committee has been acknowledged which consisted of eleven community and Council representatives (including Mr Bernie Masters as the chairman and Mr Ken Caratti as a member).
- The draft management plan is an opportunity for the community to provide information and express opinion or suggest alternatives on how the Tuart Forest National Park will be managed during the next ten years.

The DEC and the Conservation Commission in particular are seeking feedback in respect to the following:

- The proposed key performance indicators mentioned in some sections of the plan;
- The size, structure and overall readability of the plan;
- The proposed ecosystem management zones;
- The suggested change of name for the national park;
- Future management of the Ludlow Settlement;
- Management of horse riding and commercial horse training; and
- Management of kangaroos.

The plan identifies the following *key values* and *threats* which should be noted as the starting point for the consideration of management intent and directions proposed within the draft plan:

Key Values

The most significant values for the planning area have been identified as follows:

- The Tuart characterises the vegetation types and landscapes of the planning area;
- It represents the most southern occurrence of Tuart and the largest area of remnant Tuart within a formal conservation reserve and represents 8% of the remaining Tuart forest found on the Swan Coastal Plain;
- The planning area contains 142 ha of conservation category wetlands, including part of the internationally significant Ramsar-listed Vasse-Wonnerup wetlands;
- A mosaic of upland and wetland communities provides important habitat for endangered species such as the Western Ringtail Possum, Carnaby's Cockatoo, Baudin's Cockatoo and Wambenger or Southern Brush-tailed Phascogale;
- It contains Aboriginal sites of mythological, archaeological, cultural and spiritual significance;
- There are buildings and structures of heritage significance such as former forestry houses, lime kilns, timber mills and railways; and
- The range of recreational opportunities provided including scenic driving, bushwalking, bird watching and horse riding.

Key Threats

Major threats affecting the planning area's key values include the following:

- More than 190 weed species occur throughout the planning area;

- Excessive grazing of native vegetation by rabbits and kangaroos;
- Clearing of surrounding landscape, resulting in habitat fragmentation and a high boundary to area ratio;
- Limited variation in the age-class structure of the Tuart, which is exacerbated by the large proportion of aging trees and a lack of recruitment of seedlings;
- Altered fire regimes, intensified by a drying climate and warming climatic trend;
- Threats to Tuart health from insect attack and pathogens;
- Altered hydrology and water stress associated with declining rainfall;
- Pollution and eutrophication of water bodies;
- Impacts on natural and aesthetic values caused by unrestricted recreational activities;
- Predation and competition from non-native fauna such as foxes, cats and feral honey bees.

It is also important to note the plan’s *vision* and key directions as follows:

Vision

"Tuart Forest National Park, the largest of Western Australia’s tall Tuart communities, will continue to provide valuable habitat for the Western Ringtail Possum and other native fauna. Bordering the Ramsar-listed Vasse-Wonnerup wetlands, the national park will be valued by the community for its aesthetic beauty, natural values, significance to the Noongar people and its historical significance as a centre of the early forestry industry in WA. In partnership with key stakeholders and the wider community, rehabilitation will continue to return Tuart Forest National Park to a functioning Tuart ecosystem. Natural, cultural and recreational values will be maintained and will continue to be further enhanced for future generations."

Key directions

Key directions of the management plan include:

- Protecting and re-establishing the high conservation value ecosystems within the planning area, particularly the tall Tuart woodlands and eastern wetlands;
- Managing species of conservation significance to maintain long-term viability of populations; and
- Fostering and improving community understanding of, and support for, the management strategies in this plan.

STATUTORY ENVIRONMENT

DEC related legislation

The DEC’s preparation of the draft plan gives regard to the following legislation and agreements:

- The Conservation and Land Management Act 1984 which provides for the management of lands and waters vested in the Conservation Commission.
- The Wildlife Conservation Act 1950 which provides for the protection of native flora and fauna.

- The Environment Protection and Biodiversity Conservation Act 1999 which provides for the protection of nationally listed threatened species and ecological communities.
- International conservation agreements such as the Convention on Wetlands of International Importance (Ramsar Convention) etc.
- The Native Title Act 1993. The South West Aboriginal Land and Sea Council is the representative for native title claims. There are three native title claims over the planning area and the Act requires the claimants to be advised of any major public works or when a management plan is being prepared.

Shire related legislation

- Bushfires Act 1954

The Act sets out the responsibilities of government and private individuals as relates to fire management.

- Local Government Act

The Shire of Capel is responsible for the care and control of public road reserves. It is also the responsible authority for initiating the commencement of road closure actions.

- Town Planning Scheme No. 7

The various parcels of land within the planning area have the following designations under the scheme:

- (i) State Forest No. 2 is reserved for Public Purposes.
- (ii) The unvested Reserve 868 is reserved for Public Purposes.
- (iii) Lot 17 is zoned Rural.

Rationalisation of the zoning and reservation designations of the planning area should be undertaken with any future omnibus amendment for the Shire scheme. At present rural zonings do not reflect or protect the conservation values of the land and in some cases would warrant application being made for Council approval.

POLICY IMPLICATIONS

There are no current policies relevant to this item.

FINANCIAL IMPLICATIONS

Budget

The draft plan has no impact on the 2011/12 budget.

Long Term

Whilst the proposals of the plan are substantially actions required of the DEC, a number of actions require ongoing liaison and promotion by Local Government which will have implications on staff resources.

From an asset point of view the Council has already identified the development of trails and associated interpretation as a priority under its Heritage Interpretation Plan and its Trails Master Plan. If the DEC agrees to upgrade the priority of these projects there is an associated financial implication to the Shire albeit these projects would be intended to be a partnership with a variety of funding sources.

The failure of the DEC to adequately address issues within the National Park may impact on the Shire such as in respect to road reserve maintenance programs. E.g. issues such as declared weeds escaping into Shire road reserves.

Whole of Life

Given that any assets/infrastructure developed will be under the control of DEC, it is not expected that there would be any Whole of Life costs impacting on the Shire of Capel.

SUSTAINABILITY IMPLICATIONS

The outcomes of the Tuart Forest National Park Management Plan actions could provide financial gains to the Shire's and the DEC economy. The park has the opportunity to develop a range of local community and tourism recreation interests if the plan focus was more open to the economic opportunities. The combination of developing trails, natural and heritage interpretation, low key overnight accommodation, organised tours, retention of apiary sites and licensing of commercial horse riding activities will provide for revenue gains. The conduct of these activities would however need to be undertaken in a managed form with due regard to the environmental values of the park.

The national park is important to the community and with improved management which includes better promotion and education and improved facilities there is likely to be increased community interest, use and appreciation of the importance of the park.

The management of the park through implementation of a series of strategies aimed at restoring, rehabilitating and maintaining the environmental importance of the Tuart environment and nearby wetlands is highly desirable and a necessity.

STRATEGIC IMPLICATIONS

The preparation of this Plan has been long awaited and provides a strategic framework for the future management and rehabilitation of one of WA's most important natural assets. It is important that it be recognised that this is a Strategic Plan and from it will follow detailed actions. The key to any strategic document is the reporting format that is required to monitor the implementation of the plan. The Plan has proposed a number of KPI's and the monitoring of these on a regular basis will be critical to the success or identification of failures in the desired outcomes.

Shire of Capel Strategic Plan 2009 – 2020

The Guiding Principles of the Shire Strategy, in part identifies that Council will maintain and enhance the quality of our environment and foster and support responsible economic development.

The objectives of the Strategy, in part include:

- the protection and promotion of the natural environment;
- providing for a high level of environmental health;
- encouraging business development within the shire;
- providing opportunities to take advantage of the Shire's location; and
- Providing social, recreational and cultural opportunities for our communities.

The strategy also includes a number of Strategies and Actions that support the objectives. The proposals of the National Park do have implications to the above objectives and therefore the Shire's Strategic directions and consideration of the National Park draft management plan should therefore be considered in the light of the implications to the Shire's community.

CONSULTATION

No external discussion has been undertaken. Relevant sections of the Shire's organisation have provided input into the schedule of comments annexed to the agenda report.

The report indicates that some community consultation was undertaken principally through the Tuart Forest National Park Advisory Committee.

Given the previous commitments of Bemax to the development of a Heritage Trail and the importance of the Ludlow Settlement to the State Heritage Council, it would be appropriate to provide a copy of the Council's submission to these parties. Given the connectivity with the Shire of Busselton, it should also be provided a copy of Council's submission.

COMMENT

The Conservation Commission of WA has the task of managing National Parks through the resources of the Department of Environment and Conservation.

The 3040 hectares of Tuart Forest National Park the subject of the draft plan is included within the Shires of Capel and Busselton. The proportion in each shire has not been determined although reference to tenure mapping tends to indicate a greater percentage of the park is within the Shire of Capel. The portions of the park in the Busselton Shire appear to have a greater relationship to conservation wetlands and therefore associated management statements within the draft plan report relating to wetlands generally do not apply to the Shire of Capel.

The Tuart Forest National Park has significant importance to the Shire from an economic, social, environmental and cultural perspective and therefore it is critical that the draft plan give due regard to all these values. This is in some respects reflected in the draft management plans vision which states:

“Tuart Forest National Park, the largest of Western Australia's tall Tuart communities, will continue to provide valuable habitat for the Western Ringtail Possum and other native fauna. Bordering the Ramsar-listed Vasse-Wonnerup wetlands, the national park will be valued by the community for its aesthetic beauty, natural values, significance to the Noongar people and its historical significance as a centre of the early forestry industry in WA. In partnership with key stakeholders and the wider community, rehabilitation will continue to return Tuart Forest National Park to a functioning Tuart ecosystem. Natural, cultural and recreational values will be maintained and will continue to be further enhanced for future generations.”

The commentary and proposals of the draft Plan report has been separated into a number of headings as follows:

- Management Purpose
- Managing the Natural Environment
- Managing Cultural Heritage
- Managing Visitor Use
- Managing Resource Use
- Involving the Community
- Research and Monitoring.

Given the strict guidelines required by the DEC in making submissions and the complexity of providing Council with a report on this proposal, a detailed schedule has been prepared as an annexure which will substantially form the basis of Council's submission. Councillors are therefore encouraged to read the schedule in its entirety as this will require its full adoption. It is also intended that a copy of this agenda report be provided as part of the submission to provide background information and other context.

Notwithstanding the detailed schedule it is important that that some of the key issues or concerns be further highlighted in this report and for the sake of consistency they are referred to under the same draft report headings.

Management Purpose

It is intended that the management plan will have a life of ten (10) years and at the end of this period it may be reviewed and a new plan prepared or in the event it is not reviewed the plan will remain in force. Changes may occur to the plan during the ten (10) years and this will involve public consultation. As a strategic document ten (10) years is considered to be just adequate. A longer-term strategic focus, such as twenty years (20) would be considered a greater commitment to the intended future of the National Park given the types of actions involved in its restoration and management.

Associated with the life of the plan there has in some sections been provided Key Performance Indicator's (KPIs) and where a KPI is identified it has an associated performance measure, target and reporting time frame (within which the DEC must report to the Conservation commission). The report in time frame for all KPIs has been identified as 5 yearly. It is considered that this 5 yearly timeframe is inadequate and demonstrates a lack of commitment to the implementation of the plan. An annual reporting time frame would appear to be a more serious commitment.

The Ludlow settlement is to be contained within a separate reservation to the National Park but the future of the vesting and management of this reserve is an unknown. To ensure some action in respect to this and given the heritage importance of the settlement, it has been recommended that a separate strategy and KPI be established.

As part of the overall land tenure rationalisation, the plan proposes to close the road Reserve known as "the Avenue" and incorporate it into the National Park. This road reserve is a key link for the Shire's proposed trail between Capel and Peppermint Grove Beach. Staff have recommended that Council not support this road closure proposal.

The matter of the naming of the Tuart Forest National Park is raised in the plan and comment invited however the matter is not well promoted. A suggestion by a councillor has been made that the park be named the Capel Busselton Tuart Forest National Park. Staff have recommended that a separate consultation process be undertaken where wider consultation, promotion and education can be undertaken.

Managing the Natural Environment

The Vasse - Wonnerup Ramsar site receives considerable reference within the report although details are not provided on how the site will be managed. Staff have recommended that further detail on management practices be provided and in particular mosquito management due to the risk to human health and that statutory protection should not impede the operation of the Geographe Mosquito Management Strategy in the Shires of Busselton and Capel.

Reference is made to Department of Water surface and ground water investigations but there is no detail provided in relation to testing sites and parameters which should form the supporting information for this report.

There is also reference to a high level of plant diversity however there is no comprehensive list of native plants provided to support the report.

Of concern is the suggestion that the protection of vegetation diversity will be undertaken by adoption of a strategy to "evaluate the impacts of grazing by native and introduced species." DEC is however working with the Capel LCDC to address kangaroo grazing by fencing. Staff have recommended that the strategy should be more on ground action (by fencing) rather than further studies and that separate KPIs be introduced.

The plan indicates that there will only be a focus on weed control in high conservation areas of high community interest. DEC's inaction to control declared weeds is of concern and a recommendation has been made for the control of the total planning area to reduce the risk of spread to other areas.

The plan includes strategies to liaise with relevant agencies, local bush fire brigades etc by encouraging cooperative arrangements and ensuring community protection from fire. The Shire and the brigades have been trying to enlist DEC cooperation with fire management for some time now without success. Staff is recommending that the DEC identify specifically how it will work with local government to determine the need for fuel reduction burns and protection of evacuation zones associated with the Peppermint Grove Beach community.

Managing Cultural Heritage

Whilst the significance of aboriginal heritage is recognised, the importance of the European heritage is continually downgraded throughout the report. Staff have made recommendations to provide for better equality and a stronger focus at the KPI level. As outlined in the Background section to this agenda report European Heritage in the planning area has a high importance.

Managing Visitor Use

The plan identifies that the major foci for managing visitor use will be to: improve facilities at existing recreation sites, provide interpretation at recreation sites to enhance visitor understanding and enjoyment and consider the development of new walk and dual use trails. Visitor surveys and risk assessments will be undertaken both in respect to risks to users and to ensure no impacts on natural and cultural values. This is supported.

It is recognised that day use sites will be on the increase and there is potential for overnight stay whether at the current Ludlow River site or the Ludlow settlement. In respect to visitor safety the DEC has acknowledged the need to provide signage at recreation sites alerting visitors to mosquito risks. Strategy changes and KPIs have been recommended to support low key nature based camping.

Whilst the plan has acknowledged the Shire's Trails Master Plan no firm commitment has been given to the trails within the National Park. The National Park trails (Tuart Forest Heritage trail, Ludlow Settlement Heritage Trail) are probably the Shire's greatest natural asset. The main trail is planned to commence at the Ludlow Settlement and travel through the length of the park to the lime kilns. It is also identified under the Background section of this report the commitment that has been given by Bemax and endorsed by the DEC to develop part of the heritage trail. This commitment has not been mentioned in the report. Staff have made recommendations in respect to DEC partnering with the Shire to achieve the trail outcomes of the Trails Master Plan and that a firm commitment should be provided. Consideration of a cycle path has also been raised. Recommendations on an additional Strategy and KPI have been made by staff also.

Council has previously advised the DEC it supports recreation horse riding activities and this activity is to be retained in the park. The use of the park by the commercial horse industry is however to be phased out. Council should consider the implications of this as this industry does appear to provide substantial employment in the Shire. Staff have recommended that the DEC should give closer consideration to commercial horse riding needs and associated appropriate management.

Due to the recent completion of the Roadside Conservation Survey undertaken by the Capel LCDC and the Roadside Conservation Committee and the result that Tuart Drive has been identified as a high conservation status road, Staff have also recommended that the DEC work with the Shire to encourage the development and promotion of Tuart Drive as a flora road.

The report proposes strategies to provide interpretational and educational opportunities for better visitor understanding and appreciation of the key values of the park. This also includes increasing tourist activities through tours and short term accommodation. In addition to this, one of the key Desired Outcomes is to “allow for a range of services and experiences in the planning area through the involvement of private enterprise.” It is interesting that whilst this is a key outcome there is little in the way of strong commitment towards supporting economic activities in the park which may assist with generating revenue as a contribution to park management costs. Staff have subsequently recommended the inclusion of new Strategies and KPIs in relation to commercial horse riding, tour operators and the establishment of the Ludlow settlement as an active tourism centre.

Managing Resource Use

This section of the report identifies the closure of existing water bores, the harvesting of pine plantations and the removal of the existing bee keeping sites. Staff have made recommendations in respect to the retention of these resources and activities from a fire fighting, economic and tourism benefit point of view.

Reference is also made to two railway reserves, a gas pipeline and a high voltage power line crossing the planning area and the management issues that are experienced. Staff have recommended that the desired outcomes relating to this matter should acknowledge the social, economic and cultural importance of resource and infrastructure needs of associated land uses whilst ensuring impacts on the park are managed. Additional KPIs have also been recommended.

Involving the Community

The report acknowledges that community support is essential to the successful implementation of the plan and the principle inference is through volunteerism and improved liaison with neighbours, local authorities, and relevant agencies to facilitate co-ordinated cross boundary issues management. This has been supported by staff with the recommended addition of a Strategy which commits to more actively liaise with local government.

Research and Monitoring

The desired outcome stated in the report is to increase the knowledge and understanding of the key values and the threats in the planning area. Staff have indicated support for these outcomes however have recommended that a high priority needs to be given to the funding of on ground works.

Concluding Agenda Report Comments

Whilst the view could be taken that the National Park is land managed by the DEC and the Shire has no responsibility for its management outcomes, it can be seen that inappropriate management would have substantial impacts on the Shire’s community and deny it the opportunities to experience this important natural resource at its ultimate potential and in some instances to gain employment opportunities.

Whilst the plan requires additional clarification as recommended by Shire staff, overall it has provided a good starting point for the Conservation Commission and the DEC to provide commitment and accountability to the management of the park.

VOTING REQUIREMENTS

Simple majority

OC0103 OFFICER'S RECOMMENDATIONS – 16.1/COUNCIL DECISION

Moved Cr Smith, Seconded Cr Gibson

That Council:

- 1. Agrees to submit this agenda report and the attachment schedule labelled "Comments and Recommendations from the Shire of Capel" to the Department of Environment and Conservation as its submission of matters to be considered in relation to the Tuart Forest National Park Draft Management Plan 2011; and**
- 2. Provides a copy of the submission to Bemax Pty Ltd, the Shire of Busselton and the Heritage Council of WA.**

Carried 9/0

CORPORATE SERVICES REPORTS

OC0104 (17.1) Financial Statements for 30 November 2011

| | |
|--------------------------------|--|
| <i>Location:</i> | Capel |
| <i>Applicant:</i> | Shire of Capel |
| <i>File Reference:</i> | |
| <i>Disclosure of Interest:</i> | Nil |
| <i>Date:</i> | 09.12.11 |
| <i>Author:</i> | Manager Finance, A Mattaboni |
| <i>Senior Officer:</i> | Director Corporate Services, P Anastasakis |
| <i>Attachments:</i> | Financial Statements for November 2011 |

MATTER FOR CONSIDERATION

Council to consider adopting the monthly financial statements for November 2011.

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. The financial statements provided to Council satisfy these requirements.

Proposal

The financial statements provide detailed information on the current operating and capital income and expenditure in the 2011/12 financial year as compared to the budget allocation and provide expected final results at 30 June 2012.

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

There are no current policies relevant to this item.

FINANCIAL IMPLICATIONS

Budget

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

Long Term

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

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.

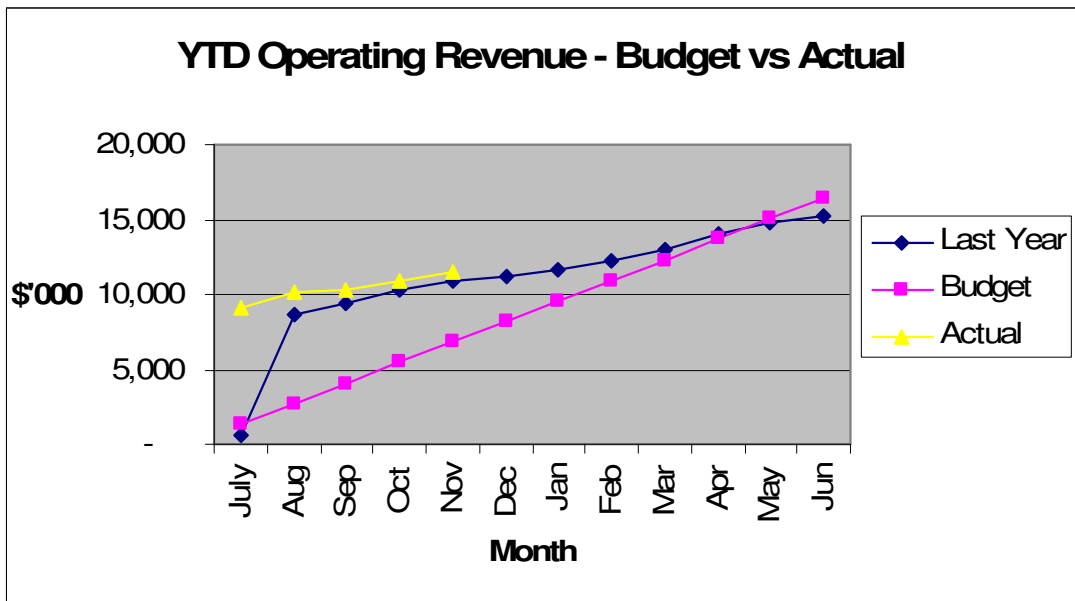
CONSULTATION

No consultation required for this item.

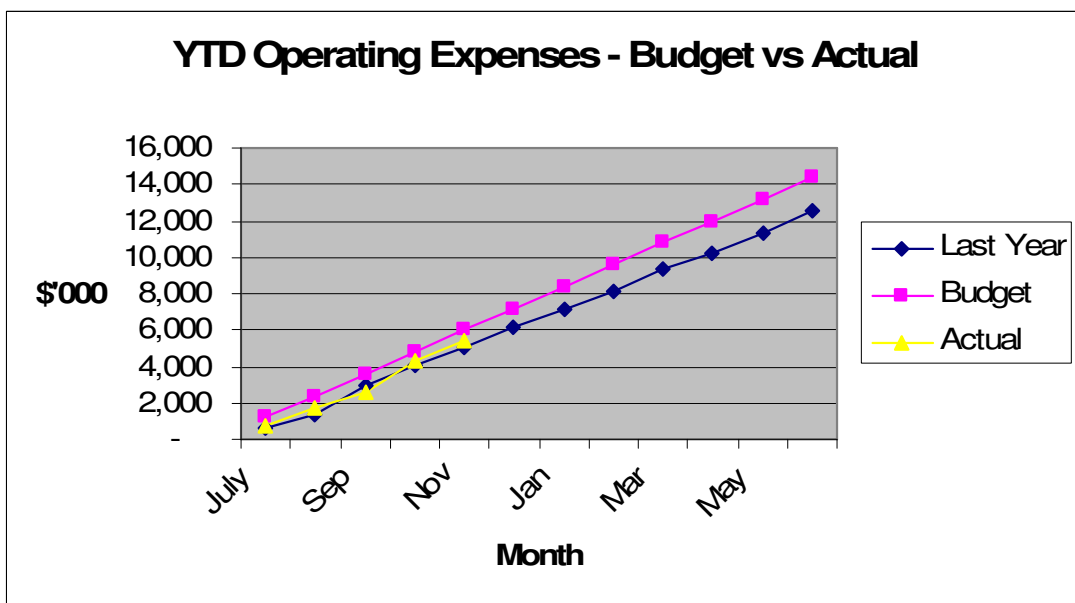
COMMENT

At 30 November 2011, Council's net current assets position was a surplus of \$4,414,093. This is a reduction of \$1,504,375 from the previous month. Compared to the annual budget 66% of operating revenue has been invoiced and 38% of the operating expenditure budget has been spent. On a year to date basis total operating revenue is above budget and total operating expenditure under budget.

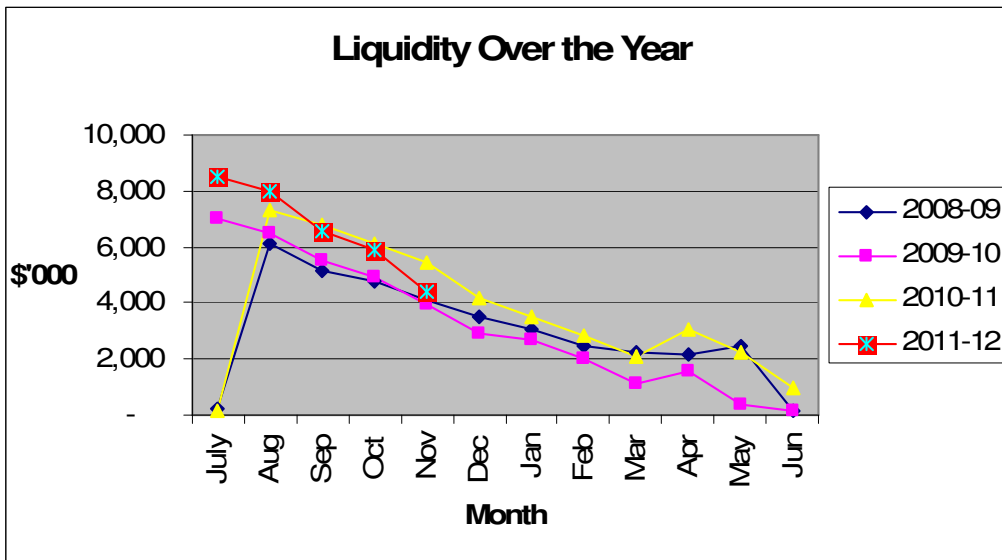
The following graphs compare actual operating revenue and operating expenditure against the approved budget on a year to date basis. Last year's actual is also included for comparative purposes. The year to date operating revenue is above budget and last year's actual amount.



Year to date Operating Expenses are slightly below budget and above last year's actual amount. Depreciation is included in the year to date operating expenses.

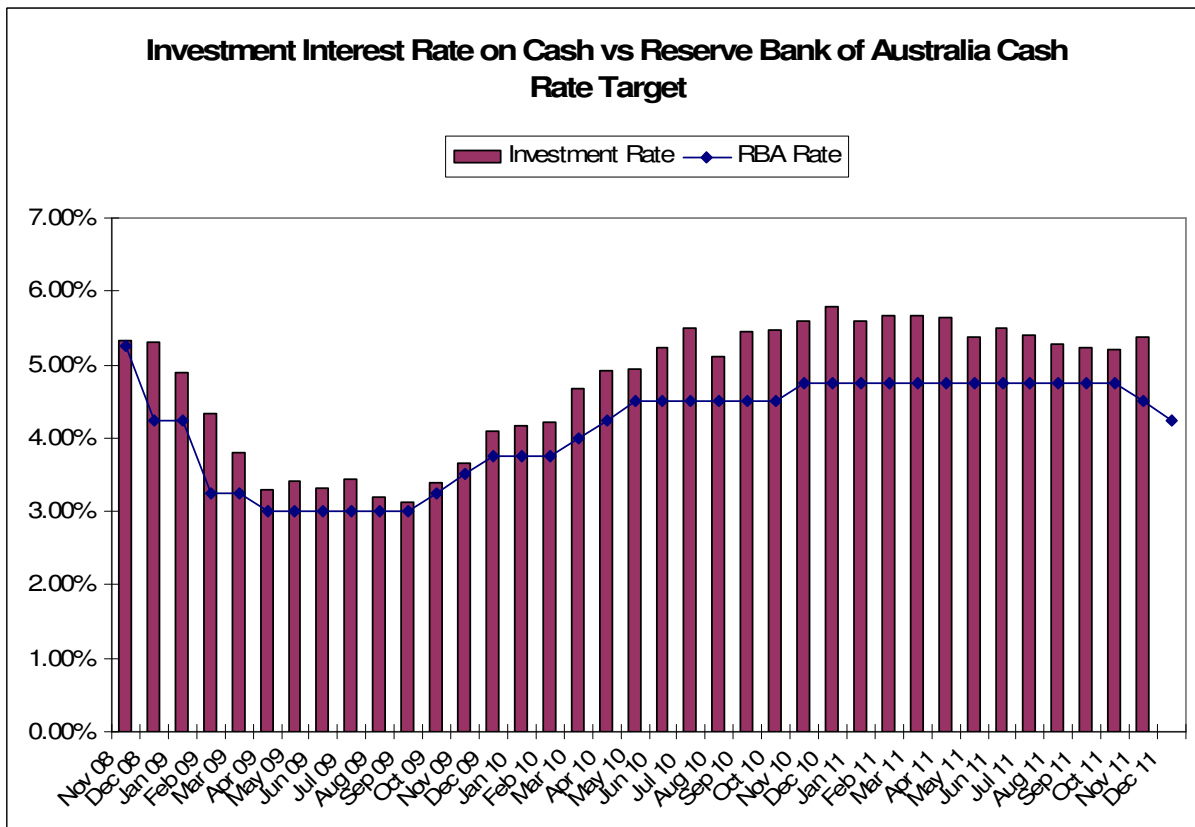


The liquidity graph compares the current year's net current assets position against that of the three previous years. After the peak that coincides with the levying of rates, the net current assets position steadily declines over the year. The following graph shows the July 2011-12 starting point at its peak as the raising of rates occurred in the month of July 2011. The increased fall in liquidity is being caused by expenditure on capital projects which have yet to have all grant funding received and loan funding raised. A detailed explanation of what makes up the Net Current Asset amount can be found at Note 23.



Council’s cash and investments position has decreased by \$874,863 compared to last month, with \$12,342,123 available of which \$9,089,727 is restricted for specific purposes. Payments during the month were made for the Dalyellup Sports Pavilion, light vehicles and a transfer station compactor.

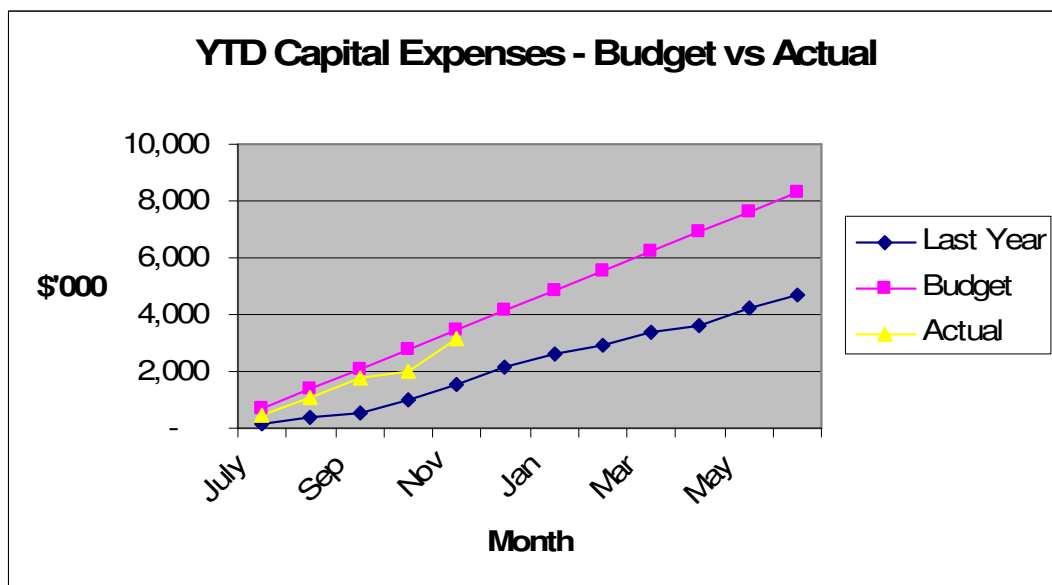
Total interest earned for the year to date of \$201,636 is under the year to date budget of \$226,125. The reason the account is below budget is due to the reversal of the end of financial year accruals for interest income on investments. The average investment rate of return of 5.37% exceeds the Reserve Bank’s cash reference rate of 4.50%. On 7 December 2011 the Reserve Bank reduced their target cash rate by 0.25% to 4.25%. This follows a reduction of 0.25% that was made in November. This rate reduction should see a fall in deposit investment rates offered by financial institutions and a reduction in the interest costs for any new borrowings made by the Shire. The following graph compares the Shire’s interest rate earned on investments against the Reserve Bank’s reference rate.



Capital works expenditure of \$1,102,430 was incurred during the month of which the major items were:

- \$4,233 on gravel resheets, \$116,232 for road widening & reconstruction and \$5,179 on specific remedial bitumen reconstruction;
- \$590 for the Jamieson Road boardwalks;
- \$31,268 for the Capel Recreation Ground Hardcourts;
- \$192,118 for the Capel main street project;
- \$458 for the Elgin Hall floor;
- \$524,066 for the Dalyellup Sports Pavilion construction;
- \$211,718 for passenger vehicles;
- \$16,570 for replacement of servers.

The following graph compares actual capital expenditure against budget on a year to date basis. Last year’s actual is also included for comparative purposes. Capital expenditure is just below budget and above last year’s actual amount.



Council’s financial ratios as disclosed in Note 14 are still positive due to the cash received from the property rates and expenditure yet to take place. The current ratio has decreased from 5.31 to 4.29 and the untied cash to trade creditors ratio has decreased from 2.62 to 2.03. The outstanding rates ratio has decreased further from 0.38 to 0.28 inline with the second rates instalment payments being received.

A review of the Statement of Financial Position and the attendant notes indicates there are no adverse trends evident in the year to date financial statements as at 30 November 2011.

VOTING REQUIREMENTS

Simple majority

OC0104 OFFICER'S RECOMMENDATION – 17.1/COUNCIL DECISION

Moved Cr McCleery, Seconded Cr J Scott

That Council adopts the financial statements for the period ending 30 November 2011 as attached.

Carried 9/0

OC0105 (17.2) Fencing at Forrest Beach and Local Government Property Local Law

| | |
|--------------------------------|--|
| <i>Location:</i> | Capel |
| <i>Applicant:</i> | Shire of Capel |
| <i>File Reference:</i> | |
| <i>Disclosure of Interest:</i> | Nil |
| <i>Date:</i> | 03.01.12 |
| <i>Author:</i> | Governance Officer, D Freeman |
| <i>Senior Officer:</i> | Director Corporate Services, P Anastasakis |
| <i>Attachments:</i> | <ol style="list-style-type: none">1. Draft amendment to the Determinations under the Shire of Capel Local Government Property Local Law (Amendment shown highlighted in red)2. Photograph of fence at Forrest Beach3. Aerial Photograph showing ownership of various land parcels at Forrest Beach and alignment of unauthorised fence |

MATTER FOR CONSIDERATION

To consider the following two separate, but related issues relating to vehicle usage at Forrest Beach:

1. To adopt an amendment to the Determinations within the Shire of Capel Local Government Property Local Law to clarify Council's intention that vehicles are prohibited on the beach north of the prolongation of Forrest Beach Road and, south of a point 300 metres south of the prolongation of Forrest Beach Road, and
2. To confirm that the current fencing erected on the boundary between private property and Council Reserve 25427 but extending beyond the private land boundary is reinforcing the intent of Council's Local Government Property Local Law and can be permitted to remain.

BACKGROUND / PROPOSAL**Background**

In December 2009, and commensurate with confirmation of the legality of the private ownership of land formerly thought to be public beach, Council amended the Determinations under the Shire of Capel Local Government Property Local Law to remove any inference that driving vehicles on the portion of the beach north of Forrest Beach Road under the control of the Shire was permitted. This was done by removing reference to the portion of the beach north of Forrest Beach Road as an area in which the driving of vehicles was permitted.

In 2010, the owners of land at Forrest Beach erected fencing to prevent vehicles from travelling on that portion of the beach north of the prolongation of Forrest Beach Road which is privately owned.

The aerial photograph at Attachment 3 seeks to show the ownership or management responsibility for the various parcels of land at Forrest Beach. Lot 807 is privately owned land. Reserve 25427 is vested in the Shire of Capel for the purposes of Recreation and Camping. There is a break in the land holding that is Reserve 25427 for the extension of the Forrest Road road reserve before Reserve 25427 then continues southwards.

Proposal

Council's Local Government Property Local Law is framed in a manner that allows the Council to declare areas in which activities are permitted or not permitted. The intention of Council's previous decision was to only allow vehicles on a 300 metre portion of the beach south of the prolongation of Forrest Beach Road. Council is now asked to make a further amendment to

clarify this intent by including a specific Determination that vehicles are prohibited on the beach north of the prolongation of Forrest Beach Road as well as south of the area leased to Council on which the southern car park is located.

On the matter of the fence erected by the adjoining landowner, the fence has encroached onto land under the control of Council. Council is asked to consider an arrangement to allow the fence to remain in situ as it serves to reinforce the intention of Council's position from December 2009.

STATUTORY ENVIRONMENT

Shire of Capel Local Government property Local law PART 2 - DETERMINATIONS IN RESPECT OF LOCAL GOVERNMENT PROPERTY provides as follows:

Procedure for making a determination

- 2.2 (1) The local government is to give local public notice of its intention to make a determination.
- (2) The local public notice referred to in subclause (1) is to state that –
- (a) the local government intends to make a determination, the purpose and effect of which is summarised in the notice;
 - (b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and
 - (c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.
- (3) If no submissions are received in accordance with subclause (2)(c), the Council is to decide to –
- (a) give local public notice that the proposed determination has effect as a determination on and from the date of publication;
 - (b) amend the proposed determination, in which case subclause (5) will apply; or
 - (c) not continue with the proposed determination.
- (4) If submissions are received in accordance with subclause (2)(c) the Council is to–
- (a) consider those submissions; and
 - (b) decide
 - (i) whether or not to amend the proposed determination; or
 - (ii) not to continue with the proposed determination.
- (5) If the Council decides to amend the proposed determination, it is to give local public notice:
- (a) of the effect of the amendments; and
 - (b) that the proposed determination has effect as a determination on and from the date of publication.

POLICY IMPLICATIONS

There are no current policies relevant to this item.

FINANCIAL IMPLICATIONS

Budget

If Council accepts the proposition that the fence extending beyond the private property boundary should be allowed to remain, then some minimal cost in providing some high visibility hazard tape together with a sign reinforcing that vehicles are not permitted on the beach to the north would be incurred.

Minimal costs will also be incurred in giving local public notice to amend the Determinations as required under the local law.

Long Term

If Council does not accept the proposition that the fence extending beyond the private property boundary should be allowed to remain, this will provide an opportunity for vehicles to travel north along the beach contrary to Council's previous position and likely result in repeat calls for Council to enforce the provisions of the Local Law. Council will incur ongoing costs through the Community Rangers needing to patrol this section of beach to prevent unlawful vehicle activity. This additional patrolling will reduce the availability of the Community Rangers to patrol in other areas of the Shire.

Whole of Life

There are no "whole of life" costs associated with this matter as the proposal before the Council will, if agreed to, require the owner of the adjoining Lot 807 Forrest Beach Road to maintain the fence.

SUSTAINABILITY IMPLICATIONS

This matter has implications on the coastal dune system and beach areas in the shire. Unrestricted access to beaches enables some elements in the community to drive in areas with unwanted consequences to the dunes, vegetation and animals.

This matter has implications in respect to the amount and type of public access to beaches in the shire. Beaches, as any other areas of public open space within the Shire are venues for people to meet and recreate. This needs to be encouraged but in a manner which does not impact upon the quiet enjoyment of the beach by the majority of users. The fence as currently erected still facilitates public movement by foot along the beach but prohibits vehicles.

STRATEGIC IMPLICATIONS

Consideration of this matter is consistent with Key Focus Area 2 – Community Experience, objectives:

- 2.1 Provide social, recreational and cultural opportunities for our communities
- 2.2 Provide facilities and services which recognise the diverse needs of the community, and

Key Focus Area 3 – Environmental Experience, objective 3.1 - Protect and promote the natural and built environment, of the Shire of Capel Strategic Plan 2009 – 2020.

CONSULTATION

In accordance with the requirements of the Shire of Capel Local Government Property Local Law, local public notice will be required to be given of the proposal to make a Determination.

The Local Government Act 1995 sets out the following minimum standards for local public notice in that the notice shall be:

- published at least once in a newspaper circulating generally throughout the district;
- exhibited to the public on a notice board at the local government's offices; and
- exhibited to the public on a notice board at every local government library in the district.

In addition to these requirements, notice will also be published on Council's website and in local community newspapers.

The matter, including a summary of submissions received will then be referred back to the Council for consideration prior to adoption or amendment as necessary.

COMMENT

The matter of amending the Determinations under the Local Government Property Local Law is considered necessary to make absolutely clear to the public that vehicles may only be driven on Forrest Beach generally within an area of 300 metres south of the prolongation of Forrest Beach Road.

This still leaves a significant area for vehicles to manoeuvre on the beach for the purposes of boat launching.

With regard to the extension of the fence across the Council controlled portion of the beach, as a result of storms and tidal activity in 2011, the fence previously erected by the landowners was badly damaged and needed to be replaced. When replacing the fence however the contractor has extended the fence westerly beyond the actual western boundary of the private property. The distance of this extension across Council land is estimated at approximately 10 metres and extends into the water at low tide thus preventing drivers from going around the fence and unlawfully progressing northwards along the beach.

The photograph attached to this item seeks to show generally the location of the westward boundary of Lot 807 Forrest Beach Road. The westward boundary is located somewhere in between the orange tape measure and the camera bag.

The photograph was taken at 9.15am on Thursday 5 January 2012. The previous low tide (0.3m) was at 5.23am and the next high tide (0.9m) was not due until 7.03pm on that day.

The fence is of very sturdy construction (Armco roadside railing) and as long as it is regularly maintained and has some high visibility reflective tape for the benefit of night time users of the beach, is not considered to pose a risk to beach users.

The fence is also constructed in a manner which will not obstruct beach users on foot from proceeding through the fence to use the beach north of the prolongation of Forrest Beach Road.

The fence abutting the privately owned Lot 807 Forrest Beach Road will need to be maintained by the landowner. Given that this landowner will derive a degree of benefit from a decision of Council to allow the extension of the fence over Council land to remain, it is recommended that approval for the fence across the Council land to remain be conditional upon the owner of Lot 807 maintaining the fence in a manner satisfactory to Council.

VOTING REQUIREMENTS

Simple majority

OC0105 OFFICER’S RECOMMENDATIONS – 17.2/COUNCIL MOTION

Moved Cr Gibson, Seconded Cr J Scott

That Council:

- 1. in accordance with the Shire of Capel Local Government Property Local Law gives local public notice of the intention to amend the Determinations under the Local Law to prohibit vehicles from driving on the beach north of the prolongation of Forrest Beach Road, and south of the southern car park at Forrest Beach.**
- 2. allows that portion of the boundary fence for Lot 807 Forrest Beach Road extending beyond the western boundary of Lot 807 to remain in place subject to the fence being maintained by the owner of Lot 807 to the satisfaction of the Council.**

OC0106 AMENDMENT

Moved Cr Norton, Seconded Cr McCleery

That Council:

- 1. in accordance with the Shire of Capel Local Government Property Local Law gives local public notice of the intention to amend the Determinations under the Local Law to prohibit vehicles from driving on the beach north of the prolongation of Forrest Beach Road, and south of the southern car park at Forrest Beach.**
- 2. allows that portion of the boundary fence for Lot 807 Forrest Beach Road extending beyond the western boundary of Lot 807 to remain in place subject to the fence being maintained by the owner of Lot 807 to the satisfaction of the Council on condition that emergency vehicle access be provided by the Forrests from their property onto the beach.**

Amendment Carried 6/3
The Amendment became the substantive Motion and was Carried 5/4

OC0107 (17.3) Application to keep 3 Dogs – 45 Waddingham Loop, Capel

Location: Capel
Applicant: Mr Neil Boneham
File Reference:
Disclosure of Interest: Nil
Date: 05.01.12
Author: Customer Services Officer, M Blandford
Senior Officer: Director Corporate Services, P Anastasakis
Attachment: Location Plan

MATTER FOR CONSIDERATION

An application has been received to keep 3 dogs at 45 Waddingham Loop, Capel.

BACKGROUND / PROPOSAL**Background**

There are no previous decisions or history relevant to this matter.

Proposal

The applicant seeks Council's approval to keep three dogs on the property at 45 Waddingham Loop, Capel.

STATUTORY ENVIRONMENT

Council's Local Laws Relating to Dogs require a person wishing to keep more than two dogs on a property to apply for an approved kennel licence.

The provisions of Section 26 of the Dog Act 1976 however, allow Council to grant permission to keep additional dogs without the requirement of having a licensed kennel establishment.

Specifically, Section 26 (3) states:

"(3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in a specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to the approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption –

- (a) May be made subject to conditions, including a condition that it only applies to the dogs specified therein;*
- (b) Shall not operate to authorise the keeping of more than 6 dogs on those premises; and*
- (c) May be revoked or varied at any time".*

Pursuant to Section 26 (5) a person who is aggrieved by the conditions imposed by an exemption or the refusal of a local government to grant an exemption, then that person may appeal to the State Administrative Tribunal.

POLICY IMPLICATIONS

There are no current policies applicable to this matter.

FINANCIAL IMPLICATIONS

Budget

The approval of a third dog will see a minor increase in the annual budget income.

Long Term

No long term implications with this application.

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

There is the possibility of barking dog complaints arising in the future from the number of dogs on the property.

STRATEGIC IMPLICATIONS

The consideration of this matter is consistent with Key Focus Area 2 – The Community Experience, Strategy C6 – Plan for the health and safety of the community in the Shire of Capel Strategic Plan.

CONSULTATION

A letter was sent out to all property owners of both adjoining and surrounding land advising of the application and asking whether or not they had any objections to the proposal. A total of 19 letters were sent out with 8 replies received. Out of the responses received, four do not object, three do not object subject to conditions and one objected but no reason was given as to why. Responses were as follows;

- 1) Do Not Object
- 2) Do Not Object
- 3) Do Not Object
- 4) Do Not Object
- 5) Do Not Object: No reason to say no only that the 3 dogs would be confined in a house of that size.
- 6) Do Not Object: As long as they are confined in their yard – there has already been one dog of similar breed roaming the neighbourhood and harassing other dogs and people.
- 7) Do Not Object: To these dogs. New dogs or replacements NO!
- 8) Do Object: (no reason was given on the form for the objection)

COMMENT

The application is to keep the following dogs on the property:

| | | |
|--------|-------------|--------------------------------------|
| Docker | 8 Years Old | Sterilised Male Maltese X Shih Tzu |
| Bundy | 4 Years Old | Sterilised Male Maltese X Shih Tzu |
| Sydney | 7 Years Old | Sterilised Female Maltese X Shih Tzu |

An inspection of the property by the Community Rangers has found that the property is adequately fenced and of suitable size for the three dogs. The Community Rangers believe the dogs to be in good health and they appear well trained.

Community Rangers have not had cause to visit the applicant's property to deal with any claims of nuisance caused by the dogs.

As there is no evidence to this effect with the animals referred to in this application, it is recommended that Council grant approval. It is considered that the provisions contained in the recommendation will be sufficient to control any nuisance caused by the dogs.

VOTING REQUIREMENTS

Simple majority

OC0107 OFFICER'S RECOMMENDATION – 17.3/COUNCIL DECISION

Moved Cr J Scott, Seconded Cr Hearne

That Council grants an exemption, in accordance with the provisions of Section 26 (3) of the Dog Act 1976, allowing Mr Neil Boneham to keep three dogs at 45 Waddingham Loop, Capel, subject to the following conditions:

1. That the exemption applies only to the following dogs:

| | | |
|---------------|--------------------|---|
| Docker | 8 Years Old | Sterilised Male Maltese X Shih Tzu |
| Bundy | 4 Years Old | Sterilised Male Maltese X Shih Tzu |
| Sydney | 7 Years Old | Sterilised Female Maltese X Shih Tzu |

2. The exemption only applies to 45 Waddingham Loop, Capel;

3. The exemption may be revoked or varied at any time if the animals, the subject of this exemption, contravene the Dog Act 1976;

4. The exemption is not transferable; and

5. Should any of the dogs die or be given away, the exemption no longer applies to the property.

Carried 9/0

OC0108 (17.4) Write Off Sundry Debtors

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 05.01.12
Author: Director Corporate Services, P Anastasakis
Senior Officer: Chief Executive Officer, P Sheedy
Attachments: Nil

MATTER FOR CONSIDERATION

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

BACKGROUND / PROPOSAL**Background**

Requests to write off bad debts are normally provided to Council every six months. The last write off approved by Council was on 22 June 2011 (minute reference OC0616) when seven debtors to the value of \$174.55 were approved for write off.

Proposal

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

STATUTORY ENVIRONMENT

Section 6.12 (1) (C) of the Local Government Act 1995 allows a local government to write off any amount of money owed to the local government.

POLICY IMPLICATIONS

There are no current policies relevant to this matter.

FINANCIAL IMPLICATIONS**Budget**

The total of outstanding debts proposed to be written off is \$257.19 including GST. The amount of the write off to be expensed within the financial report excludes GST and is \$233.81.

Long Term

There are no long term financial implications relevant to this matter as the write offs are incurred within the current budget.

Whole of Life

As no assets/infrastructure is to be created there is no whole of life costs implications with this matter.

SUSTAINABILITY IMPLICATIONS

The write off of sundry debtors is not expected to have any environmental impact.

In some cases the social situation of customers may have contributed to these minor debts having to be written off.

The write off of these minor debts will have a minor economic impact upon the Shire.

STRATEGIC IMPLICATIONS

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

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

COMMENT

The fees and charges as detailed below cannot be recovered and the reasons for their non-recovery are detailed. Each debt has been followed up with statements and final letters of demand and visits from a Community Ranger where appropriate. Some of the debtors have now moved and their forwarding address is unknown. The outstanding debt could be followed up through the courts at a total estimated cost of over \$200.00 for court costs for a civil summons, bailiff service fee and travel. These costs are added to the outstanding debt and would be recoverable from the debtor. However, it is essential a current address for the debtor is available so the summons can be served.

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

In the case of debts associated with library books and fees, the member and all members of their immediate family living at the same address have been banned from being able to use the library facilities in the Shire. Should these library users attempt to borrow books in the future they will need to pay any outstanding fees before their borrowing privileges are reinstated.

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

| Debtor | Amount \$ | Description of Debt | Write Off Reason |
|--------|-----------|--|---|
| B2080 | 78.25 | Charge for lost books plus account fee | Outstanding since 27/4/11. Lost books. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked. |
| E061 | 22.40 | Charge for lost book plus account fee | Outstanding since 21/9/11. Lost book. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked. |
| F074 | 11.00 | Account Fee Charge for lost books | Outstanding since 14/6/11. Account Fee outstanding for 2 lost books. Lost books fee paid. |

| | | | |
|------|-------|--|--|
| | | | Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked. |
| H133 | 11.00 | Account Fee Charge for lost book | Outstanding since 21/6/11. Account Fee outstanding for 1 lost books Lost book fee paid. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked. |
| L082 | 26.00 | Charge for lost book plus account fee | Outstanding since 12/4/11. Lost book. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked. |
| M149 | 32.44 | Charge for lost book plus account fee | Outstanding since 9/6/11. Lost book. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked. |
| R106 | 30.95 | Charge for lost book plus account fee | Outstanding since 14/6/11. Lost book from Dalyellup. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked. |
| S184 | 45.15 | Charge for lost books plus account fee | Outstanding since 17/5/11. Lost books. Amount is minor compared to any further effort required to follow up debt. Borrowing privileges revoked. |

In total 8 debtors are recommended to be written off and all of the debtors are or were library customers.

VOTING REQUIREMENTS

Simple majority

OC0108 OFFICER’S RECOMMENDATION – 17.4/COUNCIL DECISION

Moved Cr Smith, Seconded Cr McCleery

That Council write off the following amounts of outstanding Sundry Debtor accounts that total \$257.19:

- B208 \$78.25 Lost library books and account keeping fee**
- E061 \$22.40 Lost library book and account keeping fee**
- F074 \$11.00 Lost library book account keeping fee**
- H133 \$11.00 Lost library book account keeping fee**
- L082 \$26.00 Lost library book and account keeping fee**
- M149 \$32.44 Lost library book and account keeping fee**
- R106 \$30.95 Lost library book and account keeping fee**
- S184 \$45.15 Lost library books and account keeping fee.**

Carried 9/0

OC0109 (17.5) Accounts Due and Submitted for Authorisation

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 10.01.12
Author: Finance Officer, NJ Thomson
Senior Officer: Manager Finance, A Mattaboni
Attachments: Nil

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**

There are no financial implications relevant to this matter in the annual budget as funding is provided under various categories.

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:

| Chq/EFT | Date | Name | Description | Amount |
|----------------|-------------|------------------------------------|--|---------------|
| EFT10242 | 18/01/2012 | Amity Signs | Yellow Posts And Sleeve And Wedges | 267.30 |
| EFT10243 | 18/01/2012 | Sai Global Limited | Download Australian Standard 1940.1 | 175.98 |
| EFT10244 | 18/01/2012 | Arborwest Tree Farm | Supply And Install Seven London Plane Trees In The Main Street Of Capel | 9281.36 |
| EFT10245 | 18/01/2012 | Big W | Set Of Scales - Health | 39.94 |
| EFT10246 | 18/01/2012 | Bunbury Mower Service | Replacement Parts For Gardening Equipment | 979.90 |
| EFT10247 | 18/01/2012 | Bell Fire Equipment Company | Routine Monthly Servicing Of Fire Indicator Panel - Capel Library | 137.50 |
| EFT10248 | 18/01/2012 | Bunbury Toyota | 100,000Km Service For CP167 & 70,000Km Service For CP5676 | 544.54 |
| EFT10249 | 18/01/2012 | Bunnings Building Supplies Pty Ltd | Trestle Tables For Capel Sports Pavilion, Artificial Turf For Capel Playgroup & Various Hardware Supplies | 315.09 |
| EFT10250 | 18/01/2012 | Heatley Sales Pty Ltd | Pallet Wrap | 37.07 |
| EFT10251 | 18/01/2012 | Corporate Express Bunbury | Stationery | 906.42 |
| EFT10252 | 18/01/2012 | Civi Test Sou West | Carry Out Compaction Test And Soil Sampling - Elgin Road | 1672.00 |
| EFT10253 | 18/01/2012 | Catalyse | Community Perceptions Survey 2011 Includes: Postal And Online Survey; Evaluation & Presentation | 4197.60 |
| EFT10254 | 18/01/2012 | The Cheesecake Shop Bunbury | Assorted Cakes For Volunteer & Staff Christmas Party – HACC | 165.70 |
| EFT10255 | 18/01/2012 | Covs Parts | 2 Beacon Lights & Globes For Kubota Mowers | 239.11 |
| EFT10256 | 18/01/2012 | Carbone Bros Pty Ltd | Supply And Cartage Of Gravel To Elgin Rd | 65441.75 |
| EFT10257 | 18/01/2012 | Capel Vale Wines | Thank A Volunteer Day Breakfast + Door Prizes. | 958.30 |
| EFT10258 | 18/01/2012 | Delron Cleaning | General Cleaning Of Halls December 2011, General Cleaning Of Public Amenities, Buffing Of Floors & Cleaning Of Chairs Dalyellup Community Centre | 7492.44 |
| EFT10259 | 18/01/2012 | Brian Fisher Fabrication | 12 Galvanised 4 Metre Posts For Signs At Various Beaches. | 5280.00 |

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|----------|------------|---|---|----------|
| EFT10260 | 18/01/2012 | Fennessy's | 80000Km Service Isuzu Dmax & 15,000Km Service 70CP | 1234.47 |
| EFT10261 | 18/01/2012 | Greenline | 1 X Left Hand Side Door With Seal – CP4912 | 981.87 |
| EFT10262 | 18/01/2012 | Hanson Construction Materials Pty Ltd | Capel Mainstreet Redevelopment 2mm Graded Cracker Dust | 2190.59 |
| EFT10263 | 18/01/2012 | Holcim (Australia) Pty Ltd | Capel Mainstreet Redevelopment 2.6 Cubic Metres Of 20/20 Concrete For Channel Drain Footings And Grab Rails | 662.42 |
| EFT10264 | 18/01/2012 | Instant Racking & Steel Shelving | Capel Mainstreet Redevelopment Second Hand Pallets | 165.00 |
| EFT10265 | 18/01/2012 | South West Isuzu (Formerly Jem Trucks) | 75,000 Km Service On CP9112 & Lower Door Panel For Gelorup Fire Brigade | 883.15 |
| EFT10266 | 18/01/2012 | Kleenheat Gas | Supply Bulk LPG | 79.93 |
| EFT10267 | 18/01/2012 | Landgate | GRV Interim Vals | 6020.54 |
| EFT10268 | 18/01/2012 | Malatesta Road Paving & Hot Mix | Supply And Spread 10mm Prime Seal - Elgin Road & Supply 7mm Asphalt For Depot | 15123.32 |
| EFT10269 | 18/01/2012 | Neat N Trim Uniforms Pty Ltd | Staff Uniforms | 2890.15 |
| EFT10270 | 18/01/2012 | Protector Alsafe | Personal Protective Equipment | 416.81 |
| EFT10271 | 18/01/2012 | Fulton Hogan Industries Pty Ltd | Forrest Road, Capel Supply ,Lay And Compact AC14 Basalt | 61564.78 |
| EFT10272 | 18/01/2012 | Prestige Products-Busselton | Various Cleaning Supplies | 277.20 |
| EFT10273 | 18/01/2012 | Roberts Tilt Tray Service | Transport Of Ewaste To Perth | 869.00 |
| EFT10274 | 18/01/2012 | Redwave Media | Radio Advertising | 704.00 |
| EFT10275 | 18/01/2012 | Southern Irrigation & Pumping Pty Ltd | Reticulation Parts For Capel Mainstreet Development | 642.14 |
| EFT10276 | 18/01/2012 | Capel Fresh IGA | Plastic Cups And Drinking Water For Peppermint Beach Family Fun Day | 15.42 |
| EFT10277 | 18/01/2012 | Southern Lock & Security | 3 Keys Cut To MKI On Shire System | 76.80 |
| EFT10278 | 18/01/2012 | Survcon Pty Ltd | Capel Mainstreet Survey Setout | 3132.80 |
| EFT10279 | 18/01/2012 | D & K Thomas Electrical | Repair Skate Park Lights - Gelorup & Capel | 590.70 |
| EFT10280 | 18/01/2012 | The Australian Local Government Job Directory | Half Page Advertisement For Director Technical Services Position | 1089.00 |
| EFT10281 | 18/01/2012 | Traffic Management South West | Traffic Management Services - Capel Mainstreet Redevelopment, Elgin Road & Payne Street | 32310.03 |
| EFT10282 | 18/01/2012 | Total Eden | 1 Ratchet Spanner For Pipe Tightening | 56.24 |
| EFT10283 | 18/01/2012 | O'Brien Windscreens & Automotive Glass | Mrs Roberts - Replacement Windscreen | 411.00 |
| EFT10284 | 18/01/2012 | Wren Oil | Waste Disposal - Waste Oil - December 2011 | 296.45 |
| 45414 | 18/01/2012 | WA Electoral Commission | Conduct Of 15 October 2011 Local Government Elections By Postal Vote | 27407.19 |

| | | | | |
|-------|------------|---|---|-----------|
| 45415 | 18/01/2012 | South West Development Commission | Contribution Towards Greater Bunbury Bicycle Master Plan | 5500.00 |
| | | | | 263723.00 |

OUTSTANDING CREDITORS AS AT 31st December 2011 \$322,444.28

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 18 January 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

OC0109 OFFICER'S RECOMMENDATIONS – 17.5/COUNCIL DECISION

Moved Cr J Scott, Seconded Cr Gibson

That Council authorises the Schedule of Accounts covering vouchers EFT10242 to EFT10284 & 45414 to 45415 , a total of \$263,723.00 for payment.

Carried 9/0

OC0110 (17.6) Accounts Paid During the Month of November 2011

| | |
|--------------------------------|------------------------------|
| <i>Location:</i> | Capel |
| <i>Applicant:</i> | Shire of Capel |
| <i>File Reference:</i> | |
| <i>Disclosure of Interest:</i> | Nil |
| <i>Date:</i> | 10.01.12 |
| <i>Author:</i> | Finance Officer, NJ Thomson |
| <i>Senior Officer:</i> | Manager Finance, A Mattaboni |
| <i>Attachments:</i> | Nil |

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**

There are no financial implications relevant to this matter in the annual budget as funding is provided under various categories.

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 November 2011 are as follows:

| Chq/EFT | Date | Name | Description | Amount |
|----------------|-------------|---|--|---------------|
| 114 | 02/11/2011 | Builders Registration Board Of WA | BRB Levy Collected October 2011 | 1656.00 |
| 115 | 02/11/2011 | Building & Construction Ind Training Fund | BCITF Levy Collected October 2011 | 12730.35 |
| 116 | 02/11/2011 | Shire Of Capel | BRB & BCITF Commission Collected October 2011 | 365.20 |
| EFT9848 | 02/11/2011 | All West Building Approvals Pty Ltd | Assisting With The Assessment Of Building Licence Applications | 1413.50 |
| EFT9849 | 02/11/2011 | Boyanup Lions Club | Boyanup Cemetery Maintenance | 1250.00 |
| EFT9850 | 02/11/2011 | Bunbury Taxis Co-Operative Ltd | Transport Of Wheelchair Clients – HACC | 222.20 |
| EFT9851 | 02/11/2011 | Bunbury City Glass | Replace Damaged Window Glass Capel Sports Pavilion | 285.08 |
| EFT9852 | 02/11/2011 | Bunbury & Busselton Air | Annual Airconditioner Service – HACC | 200.00 |
| EFT9853 | 02/11/2011 | Benchmark Contracting Pty Ltd | Repairs To Lookout, Retaining Walls & Footpath | 1793.00 |
| EFT9854 | 02/11/2011 | Chubb Fire | Repairs - Dalyellup Supply And Install Replacement Fire Control Panel - Boyanup Community Centre | 6748.50 |
| EFT9855 | 02/11/2011 | Cartridge World | Printer Cartridge - Technical Services HP | 179.70 |
| EFT9856 | 02/11/2011 | Capelberry | Catering EMT Workshop Lunch For 12pm Tues 13/9/11 | 123.80 |
| EFT9857 | 02/11/2011 | Community Work Centres | Work Done At Clients Homes – HACC | 30.00 |
| EFT9858 | 02/11/2011 | CCS Strategic | For The Development Of A Community Facilities & Services Plan For The Shire Of Capel | 27437.44 |
| EFT9859 | 02/11/2011 | Gelorup Community Management Committee | Minor Community Grant - Entertainment | 1000.00 |
| EFT9860 | 02/11/2011 | Dapco | Puncture Repair HACC – CP5446 | 25.00 |
| EFT9861 | 02/11/2011 | Elliott's Small Engines | Replacement Parts – HACC | 127.20 |
| EFT9862 | 02/11/2011 | Golden West Plumbing & Drainage | Replace Hot Water System At Unit 4 Riverside Villas | 1186.90 |

ORDINARY COUNCIL MINUTES – 18.01.12.....42

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|---------|------------|---|---|-----------|
| EFT9863 | 02/11/2011 | Fennessy's | Replacement For Nissan X-trail CP81 | 19802.66 |
| EFT9864 | 02/11/2011 | Innovest Construction | Construction Of Dalyellup Sports Pavilion | 362545.60 |
| EFT9865 | 02/11/2011 | Jumor Wastewater Service & Repairs | Service Aerobic Treatment Unit – Peppermint Grove Beach Community Centre | 28.60 |
| EFT9866 | 02/11/2011 | South West Tree Safe | Removal Of Vegetation - Capel Hard Courts | 4950.00 |
| EFT9867 | 02/11/2011 | Totality Business Solutions | Upgrade To Server Infrastructure | 19437.00 |
| EFT9868 | 02/11/2011 | Western Australian Treasury Corporation | Loan Payments Loan 63, 64 & 66 | 61062.38 |
| EFT9869 | 03/11/2011 | Blackwoods | Various Personal Protective Equipment & Air Powered Grease Gun | 1258.46 |
| EFT9870 | 07/11/2011 | Traffic Calming Australia Pty Ltd | Supply And Install Speed Cushions For Murtin Road - Including Line Marking And Traffic Management | 17303.00 |
| EFT9871 | 09/11/2011 | All West Building Approvals Pty Ltd | Assisting With Building Licence Applications | 2318.25 |
| EFT9872 | 09/11/2011 | Australind Cleaning Service | HACC Cleaning Oct 2011 | 429.66 |
| EFT9873 | 09/11/2011 | AMD Chartered Accountants | 2010/11 Roads To Recovery Acquittal Audit | 528.00 |
| EFT9874 | 09/11/2011 | Australasian Performing Right Assoc Ltd | APRA Licence Fees | 510.54 |
| EFT9875 | 09/11/2011 | Bunbury Retravision | Supply Electric Hot Water Urn - Boyanup Community Centre | 89.95 |
| EFT9876 | 09/11/2011 | Bunbury Taxis Co-Operative Ltd | Transport Wheelchair Clients – HACC | 23.60 |
| EFT9877 | 09/11/2011 | Bell Fire Equipment Company | Service Extinguishers HACC | 110.00 |
| EFT9878 | 09/11/2011 | Badgers Embroidery | HACC Uniform Embroidery | 19.80 |
| EFT9879 | 09/11/2011 | Bunbury Toyota | 20,000Km Service & Replace Air Filter Housing CP5685 HACC | 670.31 |
| EFT9880 | 09/11/2011 | Bridgestone Tyre Centre Bunbury | 2 X Tyres For Ford Mondeo - CP41 | 360.00 |
| EFT9881 | 09/11/2011 | Shaun Breden | Assist With Assessment Of Building Applications | 110.00 |
| EFT9882 | 09/11/2011 | David Brockman Mechanical Repairs & Servicing | Annual Order For The Repairs Of Fire Brigade Vehicles - Stirling | 2425.98 |
| EFT9883 | 09/11/2011 | Capel Hardware & Farm Supplies | Various Hardware Supplies | 2606.12 |
| EFT9884 | 09/11/2011 | Capel Transport | Delivery Of Asphalt In A Bag - Road Maintenance | 47.30 |
| EFT9885 | 09/11/2011 | Cleanaway | Street & Park Bins | 38745.19 |
| EFT9886 | 09/11/2011 | Coalcliff Pty Ltd | Hire Multi Roller For Various Roads | 5445.00 |
| EFT9887 | 09/11/2011 | Centrecare Corporate | Annual Provision Of Employee Assistance Program | 495.00 |

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|---------|------------|--|--|----------|
| EFT9888 | 09/11/2011 | Capelberry | Catering Light Evening Meal For Special Council Meeting On Wednesday 19th October 2011 | 360.00 |
| EFT9889 | 09/11/2011 | Andrew Coulson | Reimbursement For Mats For Mainstreet Shops | 164.50 |
| EFT9890 | 09/11/2011 | Carbone Bros Pty Ltd | Supply Gravel Ludlow Road | 2798.40 |
| EFT9891 | 09/11/2011 | Elliott's Small Engines | Hedgetrimmer Service – HACC | 103.35 |
| EFT9892 | 09/11/2011 | Eaton Hardware | HACC Hardware Supplies Sept 11 | 175.26 |
| EFT9893 | 09/11/2011 | Farmco Boyanup | Baffles For Water Tank | 1925.00 |
| EFT9894 | 09/11/2011 | FESA | 2011/12 ESL | 1100.00 |
| EFT9895 | 09/11/2011 | Glen's Engineering | Repair Of Fence At Waste Transfer Station | 210.10 |
| EFT9896 | 09/11/2011 | Gresleyabas | Project Architect Services - Dalyellup Sports Pavilion, Capel Civic Precinct Master Plan, Boyanup Memorial Park Recreation Master Plan | 17042.25 |
| EFT9897 | 09/11/2011 | GHD Pty Ltd | Erection Of Perimeter Fencing At Capel Hardcourts | 6554.90 |
| EFT9898 | 09/11/2011 | GCS Hire Pty Ltd - Bunbury | Hire Of Water Filled Barriers - Capel Mainstreet, Hire Of Roller - Lowrie Road, Ludlow North Road, Joshua Creek Rd & Ducane Rd. Hire Of Excavator For Grave Digging. Hire Of Mini Digger - Brookdale Road. Hire Of Mini Excavator For Drainage Works | 18274.66 |
| EFT9899 | 09/11/2011 | Harradine & Associates | Annual Order For Animal Sterilisation Subsidy | 150.00 |
| EFT9900 | 09/11/2011 | South West Isuzu (Formerly Jem Trucks) | Service & Repair Air Conditioner CP4821, 70,000Km Service CP855 | 3196.20 |
| EFT9901 | 09/11/2011 | Lesley Jackes | Reimbursement For Repairs To Digital Camera | 350.00 |
| EFT9902 | 09/11/2011 | Green Recycling | Domestic Kerbside Recycling | 28995.73 |
| EFT9903 | 09/11/2011 | Landscape Development | Landscape Maintenance Dalyellup | 63773.56 |
| EFT9904 | 09/11/2011 | Metal Artwork Creations | Name Badges | 104.17 |
| EFT9905 | 09/11/2011 | Mainspray | Winter/Spring Weed Spraying - Rural Roads | 25440.49 |
| EFT9906 | 09/11/2011 | Neat N Trim Uniforms Pty Ltd | Staff Uniforms | 3406.00 |
| EFT9907 | 09/11/2011 | DL & HR Payne | Repair Drainage To Contain Erosion - Weld Road | 1100.00 |
| EFT9908 | 09/11/2011 | PC Machinery | Supplies For Survey Of Boundary, Elgin, Ludlow North & Brookdale Roads | 1805.10 |
| EFT9909 | 09/11/2011 | Pro Line Kerbing | Kerbing At Francis Road & Hawkins Street | 3454.00 |
| EFT9910 | 09/11/2011 | Rural Cinema | 15 Hand Painted Gift Bags For Citizenship Ceremony | 180.00 |

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|---------|------------|-----------------------------------|---|----------|
| EFT9911 | 09/11/2011 | RTW Steel Fabrication | Truck Mountable Frame For Water Truck Operation CP881 | 5203.00 |
| EFT9912 | 09/11/2011 | South West Tree Safe | Tree Trim On Verge Tuart Drive | 8000.00 |
| EFT9913 | 09/11/2011 | SOS Office Equipment | Meterbilling | 2252.60 |
| EFT9914 | 09/11/2011 | South West Rubber Stamps | 2 X Stamp Pad Boyanup Library | 14.10 |
| EFT9915 | 09/11/2011 | Soils Aint Soils | 8 Cubic Metres Soil Conditioner/Garden Mix - Capel Mainstreet | 600.00 |
| EFT9916 | 09/11/2011 | T & V Fencing Contractors | Erection Of Perimeter Fencing At Capel Hardcourts | 25464.54 |
| EFT9917 | 09/11/2011 | Transpacific Waste Management | Waste Bins At Tip | 11537.52 |
| EFT9918 | 09/11/2011 | T & P Design | Various Survey & Design Works | 5412.00 |
| EFT9919 | 09/11/2011 | Westrac Equipment | Repairs And Service Of Grader CP1025 | 6197.32 |
| EFT9920 | | - Eft9964 | Refer Agenda 23.11.2011 | |
| EFT9965 | 14/11/2011 | Bendigo Bank Business Credit Card | Credit Card Purchases Oct/Nov 2011 – Road Magazine Subscription, Accommodation & Meals Course Director Corporate Services, Refreshments, Purchase Rawlinsons Australia Construction Handbook, | 673.30 |
| EFT9966 | 16/11/2011 | Bunbury Toyota | Service CP5685 – HACC | 284.80 |
| EFT9967 | 16/11/2011 | Community Work Centres | HACC Client Gardening | 15.00 |
| EFT9968 | 16/11/2011 | Elliott's Small Engines | HACC Replacement Parts | 293.55 |
| EFT9969 | 16/11/2011 | Alison Evans | Reimburse For Purchase Of A4 Frames | 99.80 |
| EFT9970 | 16/11/2011 | Gannaways Charter Service | Bus Charters For Inzone Trips | 1320.00 |
| EFT9971 | 16/11/2011 | Protector Alsafe | 1 Pair Fire Fighter Boots | 202.71 |
| EFT9972 | 21/11/2011 | Caltex Australia | 8200L Distillate | 24819.08 |
| EFT9973 | 21/11/2011 | Caltex Australia | Fleet Fuel | 3496.48 |
| EFT9974 | 07/11/2011 | Westnet Pty Ltd | ADSL Capel Shire, Capel Library & Boyanup Library | 254.79 |
| EFT9975 | 07/11/2011 | Westnet Pty Ltd | Dalyellup Library ADSL & Static IP Address | 74.94 |
| EFT9976 | 23/11/2011 | Cleanaway | Street & Park Bins | 55857.14 |
| EFT9977 | 23/11/2011 | Jodie Murfit | Reimburse Cost Of Police Clearance | 55.50 |
| EFT9978 | 23/11/2011 | J & K Papas Retainers | Capel Mainstreet Redevelopment Thematic Walls Supply & Construct Solid Laterite Rock Wall | 18000.00 |
| EFT9979 | 23/11/2011 | Superior Pak | Supply And Install 23m3 Pendulum Wet Waste Compactor For Capel Waste Transfer Station | 66000.00 |
| EFT9980 | 23/11/2011 | Transpacific Waste Management | Waste Bins At Tip | 12882.74 |

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|----------|------------|---|--|---------|
| EFT9981 | 25/11/2011 | Debbie Ey | Reimburse For Purchase Of BBQ For Depot | 384.84 |
| EFT9982 | 25/11/2011 | Sandridge Village Fish & Chips | Relocation Expense, Accommodation - J Reilly @ \$500pw | 1000.00 |
| EFT9983 | 04/08/2011 | Westnet Pty Ltd | Capel Shire, Library & Boyanup Library ADSL | 315.29 |
| EFT9984 | 04/08/2011 | Westnet Pty Ltd | Dalyellup Library ADSL & Static IP | 74.94 |
| EFT9985 | 30/11/2011 | Amity Signs | Various Signage & Signage Fittings | 5231.60 |
| EFT9986 | 30/11/2011 | Australia Post | Postage For Month | 1936.60 |
| EFT9987 | 30/11/2011 | Adventure World | Deposit Inzone Trip January 2012 | 80.00 |
| EFT9988 | 30/11/2011 | Michael Anderson Landscapes | Provide Services As Per Water Corporation Request For Quote Reset Your Retic Dalyellup Irrigation Controller Project | 1155.00 |
| EFT9989 | 30/11/2011 | Phil Anastasakis | Reimburse CPA Membership | 583.05 |
| EFT9990 | 30/11/2011 | Acrod (WA Division) | 7 X Organisation Acrod Parking Permits – HACC | 144.90 |
| EFT9991 | 30/11/2011 | Bunbury Taxis Co-Operative Ltd | Transport Wheelchair Clients – HACC | 49.90 |
| EFT9992 | 30/11/2011 | Bunbury Plumbing Services | Pump Out Grease Trap - Boyanup Hall | 128.43 |
| EFT9993 | 30/11/2011 | BOC Limited | Dry Ice | 639.11 |
| EFT9994 | 30/11/2011 | B & B Street Sweeping | Capel Mainstreet Redevelopment Sweeping Of Forrest Rd, Roe Rd & Associated Carparks | 1713.80 |
| EFT9995 | 30/11/2011 | Boyanup Tavern - Kindred Nominees Pty Ltd | Catering For Volunteers Christmas Lunch - Library | 200.00 |
| EFT9996 | 30/11/2011 | South West Bouncy Castles | Supply, Setup & Remove 1 X Bouncy Castle For HACC Christmas Party | 330.00 |
| EFT9997 | 30/11/2011 | Bunbury Windoor Repair Service | Replacement Of Aluminium Frame And Window For Site Office At The Waste Transfer Station | 748.00 |
| EFT9998 | 30/11/2011 | Benchmark Contracting Pty Ltd | Jamieson Bridge And Boardwalk Apply Oil To Timber Above Deck. | 649.00 |
| EFT9999 | 30/11/2011 | Barry Allen Electrical Services | Installation Of Western Power Meter At The Waste Transfer Station | 489.50 |
| EFT10000 | 30/11/2011 | Custom Service Leasing Ltd | Fleet Fuel | 2917.66 |
| EFT10001 | 30/11/2011 | Capelberry | Catering For Citizenship Ceremony On Monday 21st November 2011 | 1349.60 |
| EFT10002 | 30/11/2011 | C&S Feral Pest Services | Fox Trapping | 6469.00 |
| EFT10003 | 30/11/2011 | Shire Of Capel Social Club | Payroll Deductions | 212.00 |
| EFT10004 | 30/11/2011 | Colroys Country Kitchen | Catering Council Dinners October 2011 & Annual Electors Meeting | 810.00 |

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|----------|------------|--|--|-----------|
| EFT10005 | 30/11/2011 | Gelorup Community Management Committee | Gelorup Management Committee - Minor Grant Children's Activities | 1000.00 |
| EFT10006 | 30/11/2011 | Child Support Agency | Payroll Deductions | 1044.34 |
| EFT10007 | 30/11/2011 | Lisa Dent | Reimburse Refreshments For Safe Work Week | 186.80 |
| EFT10008 | 30/11/2011 | Eaton Hardware | HACC Hardware Supplies | 139.32 |
| EFT10009 | 30/11/2011 | Easifleet Management | Annual Order For Lease On Mazda 3 Hatchback - Manager HR & CEO Suzuki Swift | 1523.98 |
| EFT10010 | 30/11/2011 | Evans Family Superannuation Fund | Superannuation Contributions | 409.06 |
| EFT10011 | 30/11/2011 | Fennessy's | Purchase Replacement CP747, Replacement CP1125, Replacement 60CP, Replacement 40CP & Purchase New Ranger Vehicle | 113996.23 |
| EFT10012 | 30/11/2011 | Geoff Paynter Photography | Photo Session For Council Group Photo And Shire President Photo | 400.50 |
| EFT10013 | 30/11/2011 | Gas-It Contracting | Contractor To Locate And Telstra And Water Lines | 475.20 |
| EFT10014 | 30/11/2011 | Harradine & Associates | Annual Order For Animal Sterilisation Subsidy | 400.00 |
| EFT10015 | 30/11/2011 | Insight CCS Pty Ltd | Call Centre Charges | 234.91 |
| EFT10016 | 30/11/2011 | Innovest Construction | Construction Of Dalyellup Sports Pavilion | 200283.43 |
| EFT10017 | 30/11/2011 | Green Recycling | Domestic Kerbside Recycling | 43681.76 |
| EFT10018 | 30/11/2011 | Leeuwin Civil P/L | Capel Mainstreet Redevelopment - Road Construction | 110142.66 |
| EFT10019 | 30/11/2011 | LGMA Diary Programme | Diary Purchases | 183.08 |
| EFT10020 | 30/11/2011 | L.G. Business Systems Pty Ltd | A4 Laser Pay Envelopes | 121.11 |
| EFT10021 | 30/11/2011 | Margie's Alfresco | Lunch For Muddy Lakes Management Meeting | 406.50 |
| EFT10022 | 30/11/2011 | Mollydotbook | Repair To Two Books | 1145.00 |
| EFT10023 | 30/11/2011 | Motorpass | Fuel BFB | 622.48 |
| EFT10024 | 30/11/2011 | Myalup Glass & Aluminium | Repairs & Maintenance To Security & Sliding Doors HACC | 554.00 |
| EFT10025 | 30/11/2011 | Marisa Moore | Reimburse For Cost Of Christmas Invite Paper | 50.75 |
| EFT10026 | 30/11/2011 | Neat N Trim Uniforms Pty Ltd | Staff Uniforms | 170.00 |
| EFT10027 | 30/11/2011 | National Pen Ltd | 100 X Geneva Metal Pens In Burgundy With Imprint As Supplied | 407.34 |
| EFT10028 | 30/11/2011 | Prestige Products-Busselton | Cleaning Supplies – HACC & Shire | 386.10 |
| EFT10029 | 30/11/2011 | Programmed Integrated Workforce | Casual Labour Hire - Gardener HACC | 1731.96 |
| EFT10030 | 30/11/2011 | Jodie Riedmann | Reimburse For Purchase Of Coffee | 55.96 |

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|----------|------------|---|--|----------|
| EFT10031 | 30/11/2011 | RTW Steel Fabrication | Repairs To Forks On Loader – CP4991 | 140.25 |
| EFT10032 | 30/11/2011 | South West Tree Safe | Remove Blue Gum And Treat Stump Make Safe 6 | 1430.00 |
| EFT10033 | 30/11/2011 | Capel Fresh IGA | William Street Boyanup Capel Mainstreet Redevelopment Supply Of Floor Mat. | 69.95 |
| EFT10034 | 30/11/2011 | Southern Picture Framers | Frame And Plaque For Council Photo | 156.50 |
| EFT10035 | 30/11/2011 | SOS Office Equipment | Meterbilling | 2458.82 |
| EFT10036 | 30/11/2011 | SW Precision Print | Design & Print Of Invitations To Thank A Volunteer Day Breakfast | 77.00 |
| EFT10037 | 30/11/2011 | D & K Thomas Electrical | Supply And Fit Spot Lights In Capel Hall & Install Outdoor Electrical Plug Unit 4 Riverside Villas | 1202.85 |
| EFT10038 | 30/11/2011 | Tyrepower Busselton | Replace Four Tyres CP5186 | 340.00 |
| EFT10039 | 30/11/2011 | Total Telephone | Install 2 Data Points HACC | 434.50 |
| EFT10040 | 30/11/2011 | T & P Design | 25/11/2011 Peg Road And Do Cost Estimate Mallokup & Elgin Roads | 2068.00 |
| EFT10041 | 30/11/2011 | Ecoedge Environmental Services (Formerly Tranquil Spaces) | Waterwise Workshop - Adult Learners Week | 275.00 |
| EFT10042 | 30/11/2011 | Total Green Recycling | Processing Of Ewaste | 1968.39 |
| EFT10043 | 30/11/2011 | Trade Hire | Hire Of Steel Roller - Mallokup Road | 1024.00 |
| EFT10044 | 30/11/2011 | Totality Business Solutions | 2 X New Computers & Trend Micro Antivirus – HACC, New Power Pack For Voicemail | 3290.00 |
| EFT10045 | 30/11/2011 | Village Carpet Care | Clean Carpets, Floors Shire Offices, Strip And Seal Vinyl In Transportable Unit. | 3095.00 |
| EFT10046 | 30/11/2011 | Work Clobber Bunbury | Work Shirts | 112.11 |
| EFT10047 | 30/11/2011 | Westrac Equipment | Supply 1x Air Cleaner | 80.70 |
| EFT10048 | 30/11/2011 | Wood & Grieve Engineers | Dalyellup Sports Pavilion Professional Consultant Engineering Services | 550.00 |
| EFT10049 | 30/11/2011 | Wishing Well Clinic | Funding For Replacement Doctor For Wishing Well Clinic Capel As Council Resolution OC0912 28.09.11 | 22000.00 |
| EFT10050 | 30/11/2011 | Jenna Whistler | Reimburse For Refreshments - Youth Focus Group Boyanup 23.11.11 | 73.95 |
| 45280 | 02/11/2011 | Courier Australia International | Courier Fees - Health | 8.46 |
| 45281 | 02/11/2011 | Capel Medical Centre | Pre-Employment Medical | 99.00 |
| 45282 | 02/11/2011 | Graffiti Doctors Pty Ltd | Graffiti Removal & Paint Toilet Gelorup Skate Park | 1469.00 |
| 45283 | 02/11/2011 | Synergy | Electricity | 1282.90 |
| 45284 | 02/11/2011 | Telstra Corporation Ltd | HACC Rent & Calls | 744.10 |
| 45285 | 09/11/2011 | Craig Dickson | Hall Bond Refund | 150.00 |

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|-------|------------|--|---|----------|
| 45286 | 09/11/2011 | Elgin Hall Committee | Drought Season Funds - Celebrations | 448.00 |
| 45287 | 09/11/2011 | Flexi Staff | Labour Hire Hawkins | 4605.66 |
| 45288 | 09/11/2011 | Flower Bazaar | Flower Arrangement For Mr Dick Lamb | 60.00 |
| 45289 | 09/11/2011 | Mr Ron Grant | Refund Of Bond For Subdivision West Rd Capel | 2400.00 |
| 45290 | 09/11/2011 | A & B Snow | Rates Refund For Assessment A2682 171 Yalinda Drive Gelorup | 273.31 |
| 45291 | 09/11/2011 | Synergy | Electricity | 21667.65 |
| 45292 | 09/11/2011 | Telstra Corporation Ltd | Rent & Calls | 2008.94 |
| 45293 | 09/11/2011 | Zurich Insurance | Insurance Claim 023794 Excess Payment | 1000.00 |
| 45294 | | - 45297 | Refer Agenda 23.11.2011 | |
| 45298 | 16/11/2011 | James Barker | Kerb/Verge Deposit Refund Lot 1825 Chisholm Street – BL9723 | 500.00 |
| 45299 | 16/11/2011 | G& G Boyle | Rates Refund For Assessment A743 66 Stephen Street Boyanup | 578.70 |
| 45300 | 16/11/2011 | P McMillan | Rates Refund For Assessment A1251 4 Stirling Street Capel | 133.25 |
| 45301 | 16/11/2011 | Australian Taxation Office | Payroll | 62642.00 |
| 45302 | 16/11/2011 | Lochhead R | Refund Of Dog Registration 1300326 | 50.00 |
| 45303 | 23/11/2011 | Shire Of Capel | 2nd Float For Transfer Station | 204.10 |
| 45304 | 23/11/2011 | Direct Demolition & Salvage | Refund Demolition Performance Bond – BL11536 | 500.00 |
| 45305 | 23/11/2011 | Rachel Freebury | Refund Bond | 150.00 |
| 45306 | 23/11/2011 | J & M Frear | Rates Refund For Assessment A5162 29 Lawson Road Dalyellup | 173.09 |
| 45307 | 23/11/2011 | Sue Gledhill | Refund Bond | 500.00 |
| 45308 | 30/11/2011 | Alinta Gas | HACC Gas Supply | 245.90 |
| 45309 | | Cheque Cancelled | | |
| 45310 | 30/11/2011 | Australian Services Union | Payroll Deductions | 43.20 |
| 45311 | 30/11/2011 | The Australian Workers Union | Payroll Deductions | 320.00 |
| 45312 | 30/11/2011 | City Of Bunbury | Remove Graffiti From Bus Shelter Crowd Rd Gelorup | 645.26 |
| 45313 | 30/11/2011 | Boyanup Post | Minor Grant Boyanup Senior Badminton - Auspiced By Boyanup Post. 'Purchase Equipment' | 420.00 |
| 45314 | 30/11/2011 | Busselton Agricultural Service Pty Ltd | Fox Baits | 55.00 |
| 45315 | 30/11/2011 | Bunbury Horse & Pony Club | Minor Grant Bunbury Horse & Pony Club - Safety First Program | 4150.00 |
| 45316 | 30/11/2011 | Lawrence Blaxell | 18 Range Road Capel - Crossover | 300.00 |

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|-------|------------|------------------------------------|---|------------|
| 45317 | 30/11/2011 | Mark Babich | 55 Paragon Loop Dalyellup - Crossover | 300.00 |
| 45318 | 30/11/2011 | GC & CE Bryan | 7 Lapwing Road Dalyellup - Crossover | 300.00 |
| 45319 | 30/11/2011 | Boyanup Toy Library | Boyanup Toy Library - Community Grant - Purchase Toys | 450.00 |
| 45320 | 30/11/2011 | Courier Australia International | Courier Fees - Library | 157.63 |
| 45321 | 30/11/2011 | Shire Of Capel | Payroll Deductions | 2563.80 |
| 45322 | 30/11/2011 | Capel Medical Centre | Pre-Employment Medical - Parks | 99.00 |
| 45323 | 30/11/2011 | CWA Seaside Flats Albany | Accommodation Social Support 17/10/11 - 21/10/11 – HACC | 2328.00 |
| 45324 | 30/11/2011 | Joanna Clement | West Road Capel - Crossover | 300.00 |
| 45325 | 30/11/2011 | Shire Of Donnybrook/Balingup | Payroll Deductions | 230.00 |
| 45326 | 30/11/2011 | Flexi Staff | Labour Hire Hawkins | 3902.76 |
| 45327 | 30/11/2011 | Flower Bazaar | Flower Arrangement For Mrs Val Ferridge | 60.00 |
| 45328 | 30/11/2011 | Mr John James | Reimburse For Electricity Costs - Hi Volume Air Sampler | 100.00 |
| 45329 | 30/11/2011 | State Library Of Western Australia | Recoveries Of Lost & Damaged Books | 58.30 |
| 45330 | 30/11/2011 | LGRCEU | Payroll Deductions | 34.80 |
| 45331 | 30/11/2011 | Frances Matthews | Reimburse For Cost Of Accommodation Expenses | 115.00 |
| 45332 | 30/11/2011 | 3 Australia | Brigade Messaging Service | 196.28 |
| 45333 | 30/11/2011 | Parkland Garden Centre | Brickies Sand 1m3 | 60.00 |
| 45334 | 30/11/2011 | Mark Roberts | Reimburse For Purchase Of Road Marking Paint | 40.90 |
| 45335 | 30/11/2011 | Synergy | Electricity | 9177.15 |
| 45336 | 30/11/2011 | Telstra Corporation Ltd | Relocation And Adjustment Of Telstra Pits On Forrest Rd Capel | 10272.46 |
| 45337 | 30/11/2011 | Paul Van Duuren | 19 Epidote Loop Dalyellup - Crossover | 300.00 |
| 45338 | 30/11/2011 | WALGS Plan | Superannuation Contributions | 61357.39 |
| | | | | 1776213.55 |

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|----------|---------------------------------|---------------------|
| 08.11.11 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$141,616.92 |
| 22.11.11 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$147,696.82 |
| | | <u>\$289,313.74</u> |
| 09.11.11 | TRANSFER TO MUNICIPAL ACCOUNT | \$300,000.00 |
| 30.11.11 | TRANSFER TO MUNICIPAL ACCOUNT | \$200,000.00 |
| | | <u>\$500,000.00</u> |

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 18 January 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.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OC0110 OFFICER'S RECOMMENDATIONS – 17.6/COUNCIL DECISION

Moved Cr Bell, Seconded Cr Hearne

That Council receives:

- 1 The Schedule of Accounts covering vouchers 114 to 116, EFT9848 to EFT9919, EFT9965 to EFT10050, 45280 to 45293, 45298 to 45338 totalling \$1,776,213.55 paid during the month of November 2011;**
- 2 Payroll payments for the month of November 2011, totalling \$289,313.74; and**
- 3 Transfers to and from investments as listed.**

Carried 9/0

OC0111 (17.7) Accounts Paid During the Month of December 2011

Location: Capel
Applicant: Shire of Capel
File Reference:
Disclosure of Interest: Nil
Date: 10.01.12
Author: Finance Officer, NJ Thomson
Senior Officer: Manager Finance, A Mattaboni
Attachments: Nil

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**

There are no financial implications relevant to this matter in the annual budget as funding is provided under various categories.

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 December 2011 are as follows:

| Chq/EFT | Date | Name | Description | Amount |
|----------------|-------------|---|--|---------------|
| 117 | 16/12/2011 | Builders Registration Board Of WA | BRB Levy Collected November 11 | 2591.00 |
| 118 | 16/12/2011 | Building & Construction Ind Training Fund | BCITF Levy Collected Nov 11 | 12103.74 |
| 119 | 16/12/2011 | Shire Of Capel | BRB & BCITF Commission Collected November 2011 | 620.40 |
| EFT10051 | 07/12/2011 | All West Building Approvals Pty Ltd | Assisting With The Assessment Of Building Licence Applications | 6356.25 |
| EFT10052 | 07/12/2011 | Australind Cleaning Service | HACC Cleaning November 2011 | 429.66 |
| EFT10053 | 07/12/2011 | Badgers Embroidery | Employee Uniform Embroidery HACC | 46.20 |
| EFT10054 | 07/12/2011 | Chris Burwood | Reimbursement Of Fuel Purchased | 70.10 |
| EFT10055 | 07/12/2011 | Bunbury Potholes & Bitumen | Capel Mainstreet Redevelopment Various Asphalt Tie Ins To Crossovers, Cut Throughs And Carpark Repair. | 6050.00 |
| EFT10056 | 07/12/2011 | Shaun Breaden | Assisting With The Assessment Of Building Licence Application & Planning Consent Approvals | 220.00 |
| EFT10057 | 07/12/2011 | BCM Vending | Vending Machine Supplies – HACC | 964.50 |
| EFT10058 | 07/12/2011 | David Brockman Mechanical Repairs & Servicing | Repairs Of Fire Brigade Vehicles | 1796.96 |
| EFT10059 | 07/12/2011 | Capelberry | Catering Disability Access & Inclusion Committee Meeting - 1st December | 185.00 |
| EFT10060 | 07/12/2011 | B Clarke | Reimburse Cost Of Glasses Lost At Margaret River Fire 25/26 Nov 2011 | 249.25 |

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|----------|------------|--|---|---------|
| EFT10061 | 07/12/2011 | Golden West Plumbing & Drainage | Repair Leaking Stand Pipe Charlotte Street Boyanup & Cap Copper Pipe Capel Mainstreet Redevelopment | 1637.90 |
| EFT10062 | 07/12/2011 | L Freeman | Reimburse For Catering Gelorup Fire | 725.60 |
| EFT10063 | 07/12/2011 | Integral Development | Travel Expense For EMT Workshop Facilitator | 1265.11 |
| EFT10064 | 07/12/2011 | Linda's Lawnmowing | Boyanup Museum Mowing 27/9/11-10/10/11-29/10/11 | 345.00 |
| EFT10065 | 07/12/2011 | Officeworks Superstores Pty Ltd | Stationary HACC | 319.36 |
| EFT10066 | 07/12/2011 | Overacre Contract Mowing And Landscaping Constructions | Mowing POS Peppy Community Centre | 440.00 |
| EFT10067 | 07/12/2011 | Paintball Down South | Deposit For January Inzone. \$20 Per Participant X Estimated 30 Participants | 600.00 |
| EFT10068 | 07/12/2011 | Programmed Integrated Workforce | Casual Labour Hire - Gardener HACC | 865.98 |
| EFT10069 | | Payment Cancelled | | |
| EFT10070 | 07/12/2011 | Volunteer South West | July 2011-2012 Agency Membership HACC | 80.00 |
| EFT10071 | 07/12/2011 | Work Clobber Bunbury | Technical Services Uniforms | 1851.54 |
| EFT10072 | 07/12/2011 | Youthcare | Contribution To School Chaplaincy Service For Capel Primary School 2011-12 | 4950.00 |
| EFT10073 | 07/12/2011 | Sandridge Village Fish & Chips | Relocation Expenses - Accommodation J. Reilly @ \$500/Week | 1000.00 |
| EFT10074 | 07/12/2011 | Soil Foodweb International | Analysis Of Compost | 250.00 |
| EFT10075 | 14/12/2011 | All West Building Approvals Pty Ltd | Assisting With The Assessment Of Building Licence Applications | 1549.35 |
| EFT10076 | 14/12/2011 | Bunbury Retravision | Kenwood Bench Top Mixer – HACC | 540.00 |
| EFT10077 | 14/12/2011 | Cr Barry Bell | Councillor Allowance 2011/12 1st Payment | 4653.00 |
| EFT10078 | 14/12/2011 | BOC Limited | Dry Ice For Adult Mosquito Trapping | 67.56 |
| EFT10079 | 14/12/2011 | B & B Street Sweeping | Street Sweeping Forrest Rd, Capel | 1672.00 |
| EFT10080 | 14/12/2011 | Benchmark Contracting Pty Ltd | Lot4369 Epidote Loop Repair5.6 M Panel | 6336.00 |
| EFT10081 | 14/12/2011 | Bendigo Bank Business Credit Card | Credit Card Purchases Nov/Dec 2011 – Purchase 2 x GPS's for Health & Technical Services. Accommodation Community Development & Refreshments Youth Advisory Council Focus Group. | 531.77 |
| EFT10082 | 14/12/2011 | Capel Transport | Transport Of Larvicide | 47.30 |

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|----------|------------|--|--|----------|
| EFT10083 | 14/12/2011 | Cr Murray Scott | Councillor Allowance 2011/12 1st Payment | 14500.00 |
| EFT10084 | 14/12/2011 | Cockburn Wetlands Centre | Registration For Wetland Conference Health & NRMO | 190.00 |
| EFT10085 | 14/12/2011 | Carbone Bros Pty Ltd | Gravel Ludlow Road | 44074.80 |
| EFT10086 | 14/12/2011 | CJD Equipment Pty Ltd | Check Pacific Multipac Roller Over Heating Parked At Capel Shire Depot. | 7808.65 |
| EFT10087 | 14/12/2011 | Colroys Country Kitchen | Catering For Council Meetings November 2011, Staff Development Day, Bush Fire Advisory Committee & Youth Advisory Committee | 1710.00 |
| EFT10088 | 14/12/2011 | Dirt Design | Redistribute Sand Around Play Equipment Peppermint Beach Playground Replace Damaged Shade Cloth Where Required | 1657.70 |
| EFT10089 | 14/12/2011 | Easifleet Management | Annual Order For Lease On Suzuki Swift Hatchback CEO & Mazda 3 - Manager HR | 1523.98 |
| EFT10090 | 14/12/2011 | Earth 2 Ocean Communications | Tait Orca Hand Held Two Way Radio Batteries | 472.50 |
| EFT10091 | 14/12/2011 | Golden West Plumbing & Drainage | Replace Gas Line On The Football Club Rooms Boyanup & Repairs To Toilets & Taps At Boyanup Community Centre | 1887.60 |
| EFT10092 | 14/12/2011 | Cr Kingsley Gibson | Councillor Allowance 2011/12 1st Payment | 3800.00 |
| EFT10093 | 14/12/2011 | GHD Pty Ltd | Preliminary Site Report Contaminated Site | 5251.40 |
| EFT10094 | 14/12/2011 | Hospitality House | Assorted Tablewares – HACC | 144.75 |
| EFT10095 | 14/12/2011 | Cr Brian Hearne | Councillor Allowance 2011/12 1st Payment | 3800.00 |
| EFT10096 | 14/12/2011 | Cr Sandra Manley | Councillor Allowance 2011/12 1st Payment | 3800.00 |
| EFT10097 | 14/12/2011 | Marks Window Cleaning & Maintenance | Windows Cleaned Community Centres & Libraries | 1730.00 |
| EFT10098 | 14/12/2011 | CR P McCleery | Councillor Allowance 2011/12 1st Payment | 3800.00 |
| EFT10099 | 14/12/2011 | Mounsey RP & EA | Slash And Construct Firebreaks On Various Shire Reserves | 2547.60 |
| EFT10100 | 14/12/2011 | Cr Greg Norton | Councillor Allowance 2011/12 - 1st Payment | 4274.00 |
| EFT10101 | 14/12/2011 | Programmed Integrated Workforce | Casual Labour Hire - Gardener HACC | 1188.42 |
| EFT10102 | 14/12/2011 | Sheffield Wire Products | Fox Trap With Enclosed Wire End For Robotic Rabbit | 418.00 |
| EFT10103 | 14/12/2011 | Cr Jennifer Scott | Councillor Allowance 2011/12 1st Payment | 3800.00 |

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|----------|------------|--|--|----------|
| EFT10104 | 14/12/2011 | Cr Brian Smith | Councillor Allowance | 3800.00 |
| EFT10105 | 14/12/2011 | T & P Design | 2011/12 - 1st Payment Cain Road - Feature Survey Process, Design For Reconstruction & Capel Recreation Ground Survey | 2904.00 |
| EFT10106 | 14/12/2011 | Total Green Recycling | Processing Of E Waste | 2500.03 |
| EFT10107 | 14/12/2011 | Totality Business Solutions | Prepaid Support Hours | 1595.00 |
| EFT10108 | 14/12/2011 | Ultimate Paint & Panel | Remove & Refit Rear Bumper & Boot Lid CP5704 HACC | 2618.02 |
| EFT10109 | 21/12/2011 | A1 Sign Shop | Capelberry Cafe Open Banner | 110.00 |
| EFT10110 | 21/12/2011 | A & L Printers | Printing Of Annual Report 2010/11 | 827.00 |
| EFT10111 | 21/12/2011 | Amity Signs | Signage & Striping For New Ranger Vehicles, 80 Roadside Signs On Posts & Various Other Signage | 10415.79 |
| EFT10112 | 21/12/2011 | Australia Post | Postage For Month | 1339.58 |
| EFT10113 | 21/12/2011 | Sai Global Limited | Download Australian Standard 1742.2.2009 Uniform Traffic Control Devices | 414.51 |
| EFT10114 | 21/12/2011 | Auslec | Fluoro Lights | 554.66 |
| EFT10115 | 21/12/2011 | Arrow Bronze | Cast Bronze Dual Plaque With Detachable Plate | 577.06 |
| EFT10116 | 21/12/2011 | All West Building Approvals Pty Ltd | Assisting With The Assessment Of Building Licence Applications | 1586.20 |
| EFT10117 | 21/12/2011 | Aco Polycrete | KS010 Klassicdrain Neutral Channel With Stainless Steel Edge Rail And 447q Heelguard Antislip Quicklok Grate | 22315.70 |
| EFT10118 | 21/12/2011 | Bunbury Tyre & Alignment Centre | Tyres For Hiace Bus HACC | 168.00 |
| EFT10119 | 21/12/2011 | Bunbury Machinery | Hire Of Turfcutter | 139.26 |
| EFT10120 | 21/12/2011 | Bunbury Taxis Co- Operative Ltd | Transport Wheelchair Clients – HACC | 109.40 |
| EFT10121 | 21/12/2011 | Bunbury Mower Service | Purchase Of New Gardening Equipment, Replacement Parts & Servicing On Gardening Equipment | 3601.20 |
| EFT10122 | 21/12/2011 | Bell Fire Equipment Company | Service Fire Equipment Fire Brigade Vehicles | 1692.39 |
| EFT10123 | 21/12/2011 | Bunbury Tyrepower | Supply & Fit 2 Rear Khumo Tyres CP167 & Tyre Replacement CP4833 | 669.00 |
| EFT10124 | 21/12/2011 | B & B Street Sweeping | Streetsweeping September & October, Gully Eductons Various Roads | 10529.20 |
| EFT10125 | 21/12/2011 | Bunnings Building Supplies Pty Ltd | Hardware Supplies | 227.79 |
| EFT10126 | 21/12/2011 | Blackwoods | Oil Absorbent | 74.64 |

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|----------|------------|---|--|-----------|
| EFT10127 | 21/12/2011 | Shaun Breaden | Assisting With The Assessment Of Building Licence Applications And Planning Consent Approvals | 220.00 |
| EFT10128 | 21/12/2011 | Corporate Express Bunbury | Stationery | 3106.59 |
| EFT10129 | 21/12/2011 | JW Cross & Sons | Wet Hire Of Plant And Machinery - Capel Hardcourts Redevelopment | 200879.75 |
| EFT10130 | 21/12/2011 | Capel Transport | Delivery Of Tree Root Guards | 94.60 |
| EFT10131 | 21/12/2011 | Coates Hire Service | Capel Mainstreet Redevelopment 20 Water Filled Barriers | 1117.74 |
| EFT10132 | 21/12/2011 | Cr Murray Scott | Reimburse Travel Expenses | 1260.22 |
| EFT10133 | 21/12/2011 | Cleanaway | Street & Park Bins | 66512.27 |
| EFT10134 | 21/12/2011 | Custom Service Leasing Ltd | Fleet Fuel | 2929.62 |
| EFT10135 | 21/12/2011 | Castledex Business Systems | Stationery | 353.00 |
| EFT10136 | 21/12/2011 | Coastal Hire T/As GCS Security Scaffold | Hire Of Temporary Fencing For Compound - Nov 11, Hire Toilet & Crib Room Waste Transfer Station | 845.80 |
| EFT10137 | 21/12/2011 | Civi Test Sou West | Compaction Tests - Ludlow North Road Recon | 3157.00 |
| EFT10138 | 21/12/2011 | Cellarbrations At Capel | 2 Cartons Cascade Premium Light Stubbies | 61.98 |
| EFT10139 | 21/12/2011 | Capelberry | Catering For Ordinary Council Meeting On Wednesday 14 December 2011 For 16 People - 2 Course Christmas Dinner | 400.00 |
| EFT10140 | 21/12/2011 | Covs Parts | 12V Rotating Beacon And Globe Kubota Mowers | 169.24 |
| EFT10141 | 21/12/2011 | Carbone Bros Pty Ltd | Supply 500cm3 Of Gravel And Supply 2x Side Tippers For 3 Days Approx Mallokup Road, Gravel To Depot, Mainstreet Development & Sand To Boyanup Oval | 20788.60 |
| EFT10142 | 21/12/2011 | Colroys Country Kitchen | Supper For Annual Electors Meeting | 416.48 |
| EFT10143 | 21/12/2011 | Capel Vale Wines | Refreshments | 179.51 |
| EFT10144 | 21/12/2011 | Des Air | Quarterly Air Conditioner Maintenance - Shire Offices, Senior Citizens & Capel Community Hall | 880.00 |
| EFT10145 | 21/12/2011 | Dick Smith Busselton | 1 Pack Of 4 Re-Chargeable Batteries And One 4gb Camera Card - Rangers | 118.90 |
| EFT10146 | 21/12/2011 | Delron Cleaning | Hall Cleaning & Public Amenities Nov 11 | 6959.60 |
| EFT10147 | 21/12/2011 | Eaton Hardware | HACC Hardware Supplies - Nov 11 | 91.75 |

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|----------|------------|--|---|-----------|
| EFT10148 | 21/12/2011 | ERG Electrics | 1 X Sylvania Parkville S Series Light Fitting - Pole #175 Norton Promenade Replacement, Replace Fluoros Dalyellup Library | 2577.14 |
| EFT10149 | 21/12/2011 | Farmco Boyanup | Hardware Supplies | 53.30 |
| EFT10150 | 21/12/2011 | FESA | 2011/12 ESL Quarter 2 | 109890.00 |
| EFT10151 | 21/12/2011 | Fennessy's | 5 X Vehicle Services | 1423.16 |
| EFT10152 | 21/12/2011 | Greenway | Capel Mainstreet Redevelopment - Tree Root Director | 2622.40 |
| EFT10153 | 21/12/2011 | Gas-It Contracting | Capel Mainstreet Redevelopment Pipe Location Forrest Rd, Capel | 255.20 |
| EFT10154 | 21/12/2011 | Harradine & Associates | Annual Order For Animal Sterilisation Subsidy | 150.00 |
| EFT10155 | 21/12/2011 | Higgins Coatings P/L | Annual Painting Contract Shire Offices | 36540.80 |
| EFT10156 | 21/12/2011 | Insight CCS Pty Ltd | Call Centre Charges | 411.13 |
| EFT10157 | 21/12/2011 | Integral Development | Organisational Values Workshop | 8658.65 |
| EFT10158 | 21/12/2011 | Instant Racking & Steel Shelving | Capel Mainstreet Redevelopment 30 Secondhand Pallets | 330.00 |
| EFT10159 | 21/12/2011 | Kleenheat Gas | Annual Gas Cylinder Service Charges | 418.80 |
| EFT10160 | 21/12/2011 | Green Recycling | Domestic Kerbside Recycling | 29278.00 |
| EFT10161 | 21/12/2011 | Western Australian Local Government Association | Market Force - Various Advertising | 7031.96 |
| EFT10162 | 21/12/2011 | LGnet | Job Vacancy Advertisement - Director Technical Services | 264.00 |
| EFT10163 | 21/12/2011 | Landscape Development | Landscape Maintenance Dalyellup | 78868.64 |
| EFT10164 | 21/12/2011 | Landgate | GRV Interim Vals | 3883.17 |
| EFT10165 | 21/12/2011 | Malatesta Road Paving & Hot Mix | Supply - Spray & Spread Bitumen - Various Roads | 389627.89 |
| EFT10166 | 21/12/2011 | LGIS Property Scheme | Dalyellup Sports Pavilion Building Insurance | 2272.39 |
| EFT10167 | 21/12/2011 | Frances Matthews | Reimburse Travel Expenses | 262.80 |
| EFT10168 | 21/12/2011 | Microcom Pty Ltd T/As Metrocount | Metrocount Certification - Engineering Technical Officer | 605.00 |
| EFT10169 | 21/12/2011 | Mainspray | Broadleaf Weed Spray Turf Areas Capel Oval | 1640.32 |
| EFT10170 | 21/12/2011 | Midalia Steel | 65nm Galvanised Pipe Cut Into 300mm Lengths X 20 | 145.50 |
| EFT10171 | 21/12/2011 | Milligan Community Learning Resource Centre | 4 Course Enrolments Word & Excel – HACC | 248.00 |
| EFT10172 | 21/12/2011 | Nightguard Security Service Pty Ltd | Security Patrols Dalyellup Toilets & Alarm Call Outs | 1733.01 |
| EFT10173 | 21/12/2011 | Overacre Contract Mowing And Landscaping Constructions | Mow Peppermint Grove Community Centre | 440.00 |

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|----------|------------|--|---|----------|
| EFT10174 | 21/12/2011 | Prestige Products-Busselton | Cleaning Supplies HACC & Shire | 456.50 |
| EFT10175 | 21/12/2011 | Perth Management Services | Rent & Outgoings 2011/12 Dalyellup Library | 2642.14 |
| EFT10176 | 21/12/2011 | Peppermint Grove Beach Community Association | Minor Community Grant - New Years Eve Function At Peppermint Grove Beach | 1000.00 |
| EFT10177 | 21/12/2011 | Pacific Biologics | 1 Tonne Larvicide Prolink Prosand 1 Carton Larvicide Prolink Pellets | 22846.02 |
| EFT10178 | 21/12/2011 | J & K Papas Retainers | Capel Mainstreet Redevelopment Thematic Walls Supply & Construct Solid Laterite Rock Wall | 5750.00 |
| EFT10179 | 21/12/2011 | Purple Pig | 6x2 Metre Lengths Canvas Fire Hose | 160.11 |
| EFT10180 | 21/12/2011 | Professional Trapping Supplies | 3 X Scoutguard Sg560pv-31 | 1107.00 |
| EFT10181 | 21/12/2011 | Roberts Tilt Tray Service | Transport Of Ewaste To Perth | 869.00 |
| EFT10182 | 21/12/2011 | WA Rangers Association | Large Ranger Note Books X12 Small Note Books X24 | 70.75 |
| EFT10183 | 21/12/2011 | Reface Industries | Repair To Skip-Away Machine - Library | 154.00 |
| EFT10184 | 21/12/2011 | Records Maintenance & Storage | Annual Costs For Storage & Destruction Of Records | 431.17 |
| EFT10185 | 21/12/2011 | Southern Irrigation & Pumping Pty Ltd | Repair Mainline At Boyanup Hockey Field | 2006.87 |
| EFT10186 | 21/12/2011 | Capel Fresh IGA | Refreshments | 413.68 |
| EFT10187 | 21/12/2011 | Southern Lock & Security | Supply 6 Padlocks Keyed To L1 On Shire System | 468.58 |
| EFT10188 | 21/12/2011 | SOS Office Equipment | Metrebilling | 34.75 |
| EFT10189 | 21/12/2011 | South West Floor Sanding | Supply Lay & Seal Jarrah T&G Flooring At Elgin Hall | 17900.00 |
| EFT10190 | 21/12/2011 | Seek | 10 Pack Job Pack | 1848.00 |
| EFT10191 | 21/12/2011 | State Wide Turf Services | Deep Scarify And Sweep Boyanup Memorial Park & Capel Recreation Grounds | 4400.00 |
| EFT10192 | 21/12/2011 | Stratham Bobcat Hire | Hire Of Bobcat For Firebreak Construction Jules Road Fire Dec 2011 | 440.00 |
| EFT10193 | 21/12/2011 | Soils Aint Soils | Supply 20m3 Soil Conditioner Garden Mix For Main Street Garden Beds | 1100.00 |
| EFT10194 | 21/12/2011 | South West Institute Of Technology | Personal Care Training For 9 Support Workers – HACC | 893.00 |
| EFT10195 | 21/12/2011 | Staley Food & Packaging | Netting – Health | 62.70 |
| EFT10196 | 21/12/2011 | Rick Tucker Welding | Install Stainless Steel Tops To BBQs Ironstone Gully Falls & Erle Scott Reserve | 3883.00 |
| EFT10197 | 21/12/2011 | D & K Thomas Electrical | Repair Broken Security Light Capel Sports Pavilion | 168.08 |
| EFT10198 | 21/12/2011 | Total Telephone | 1 X In Car Charger For Nokia 6120 | 22.00 |
| EFT10199 | 21/12/2011 | Totally Workwear | HACC Uniform | 259.60 |
| EFT10200 | 21/12/2011 | Transpacific Waste Management | Waste Bins At Tip | 13768.97 |

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| EFT10201 | 21/12/2011 | Traffic Management South West | Traffic Management Services - Capel Mainstreet Development, Elgin Road, Mallokup Road & Payne Street | 52893.60 |
| EFT10202 | 21/12/2011 | Totality Business Solutions | 3 Samsung 22 Monitors" | 880.00 |
| EFT10203 | 21/12/2011 | Total Eden | Supply And Deliver Retic Parts And Plan For Capel Basket Ball Courts | 11767.61 |
| EFT10204 | 21/12/2011 | It Vision | It Vision - Excel Integration Training - Director Corporate Services | 324.50 |
| EFT10205 | 21/12/2011 | Visimax | Flashing Lights For New Ranger Vehicle And Dog Catch Pole | 756.90 |
| EFT10206 | 21/12/2011 | Vasse Civil & Drainage | Capel Mainstreet Development | 93699.68 |
| EFT10207 | 21/12/2011 | Work Clobber Bunbury | Staff Uniforms | 284.64 |
| EFT10208 | 21/12/2011 | Landmark Operations Limited | Fox Baits | 88.99 |
| EFT10209 | 21/12/2011 | Westrac Equipment | Repairs To Grader CP804 | 2442.65 |
| EFT10210 | 21/12/2011 | Wood & Grieve Engineers | Dalyellup Sports Pavilion Professional Consultant Engineering Services | 1727.00 |
| EFT10211 | 21/12/2011 | Workforce International Pty Ltd | Remove Existing White Edge Line And Install Yellow Continuity Line At Bus Bay Parade Road, Dalyellup | 488.40 |
| EFT10212 | 21/12/2011 | Westcoast Moorings | Position And Moor Pontoon At Peppermint Grove Beach, And Remove At End Of Summer | 2200.00 |
| EFT10213 | 21/12/2011 | Carters Fencing | Removing Asbestos From Tip Site | 1078.00 |
| EFT10214 | 21/12/2011 | Shire Of Capel Social Club | Payroll Deductions | 216.00 |
| EFT10215 | 21/12/2011 | Child Support Agency | Payroll Deductions | 1011.55 |
| EFT10216 | 21/12/2011 | Evans Family Superannuation Fund | Superannuation Contributions | 409.06 |
| EFT10217 | 21/12/2011 | Caltex Australia | 8,200L Diesel | 12055.51 |
| EFT10218 | 21/12/2011 | Caltex Australia | Fleet Fuel | 2984.78 |
| 45339 | 01/12/2011 | Department Of Transport | 12 Months Registration All Shire Vehicles | 9679.65 |
| 45340 | 01/12/2011 | Department Of Transport | 12 Months Registration CP5685 | 273.15 |
| 45341 | 07/12/2011 | Capel Newsagency | Milk Newspaper & Stationery Purchases | 92.90 |
| 45342 | 07/12/2011 | Shire Of Capel | Petty Cash | 49.10 |
| 45343 | 07/12/2011 | Capel Pharmacy | Sterile Containers Sterile Gloves - Health | 75.00 |
| 45344 | 07/12/2011 | Capel Medical Centre | Professional Consultation Attendance | 103.00 |
| 45345 | 07/12/2011 | Flower Bazaar | Arrangement Of Flowers Delivered To Staff Member | 60.00 |

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| 45346 | 07/12/2011 | Mr John James | Reimburse For Electricity Usage Hi Volume Air Sampler 2nd Payment | 100.00 |
| 45347 | 07/12/2011 | Audrey May | Reimbursement For Repair Of Damaged Muffler Caused By Roadworks - Mainstreet | 240.00 |
| 45348 | 07/12/2011 | Police Licensing | Order Special Series Plates – 5000CP | 155.00 |
| 45349 | 07/12/2011 | Miso Radeski | 7 Thetis Link Dalyellup - Crossover | 300.00 |
| 45350 | 07/12/2011 | WA Police Service | Volunteer Police Clearances – HACC | 11.50 |
| 45351 | 07/12/2011 | L Warner & S Bourke | Kerb/Verge Deposit Refund BL9874 | 500.00 |
| 45352 | 07/12/2011 | Shire Of Capel | Verge/Kerb Deposit Forfeit To Muni BL9436 | 500.00 |
| 45353 | 09/12/2011 | Shire Of Capel | Petty Cash Shire | 146.45 |
| 45354 | | Cheque Cancelled | | |
| 45355 | 14/12/2011 | Ministry For Justice | Various Prosecutions | 535.15 |
| 45356 | 14/12/2011 | Wishing Well Clinic Australind | Pre-Employment Medical | 99.00 |
| 45357 | 14/12/2011 | City Of Bunbury | SWLGEMA Administration Annual Fee 2011/12 | 330.00 |
| 45358 | 14/12/2011 | Capel Country Club | Minor Community Grant For Capel Bowling Club - Refurbishment Of A Green | 3299.13 |
| 45359 | 14/12/2011 | Country Women's Association Boyanup Branch | Hall Bond Refund | 150.00 |
| 45360 | 14/12/2011 | Dalyellup Beach Playgroup | Hall Bond Refund | 500.00 |
| 45361 | 14/12/2011 | Dalyellup Beach Cricket Club | Refund Hall Bond | 500.00 |
| 45362 | 14/12/2011 | Department Of Transport | 12 Months Vehicle Registration 60CP | 253.20 |
| 45363 | 14/12/2011 | Marisa Frazer | Hall Bond Refund | 150.00 |
| 45364 | 14/12/2011 | International School Of Music | Hall Bond Refund | 200.00 |
| 45365 | 14/12/2011 | Louise Pierre | Hall Bond Refund | 150.00 |
| 45366 | 14/12/2011 | David Meek | Live Entertainment For Family Fun Day In Peppermint Grove Beach | 1500.00 |
| 45367 | 14/12/2011 | 3 Australia | Brigade Messaging Service | 183.70 |
| 45368 | 14/12/2011 | Parkland Garden Centre | Mulch For Garden Beds In Fettle's Park | 156.00 |
| 45369 | 14/12/2011 | Peppermint Grove Beach Art Group | Hall Bond Refund | 100.00 |
| 45370 | 14/12/2011 | SW Rose Group | Hall Bond Refund | 150.00 |
| 45371 | 14/12/2011 | University Of Western Australia | Contribution To Stable Fly Working Group | 1000.00 |
| 45372 | 21/12/2011 | IH Clifton | Reimburse Fuel Expenses Margaret River Fire | 280.01 |
| 45373 | 21/12/2011 | Bunbury Auto One | Vehicle Snatch Straps | 307.80 |
| 45374 | 21/12/2011 | Busselton Agricultural Service Pty Ltd | Fox Baits | 55.00 |

ORDINARY COUNCIL MINUTES – 18.01.12.....61

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|-------|------------|---|---|------------|
| 45375 | 21/12/2011 | Courier Australia International | Courier Fees - Library & Health | 79.92 |
| 45376 | 21/12/2011 | Shire Of Capel | Petty Cash | 103.80 |
| 45377 | 21/12/2011 | CPR Outdoor Centre | Refund Planning Application Fee Not Required | 190.00 |
| 45378 | 21/12/2011 | Coast To Coast The Golden Roast Bunbury | Staff Christmas Lunch 22 Dec | 1893.50 |
| 45379 | 21/12/2011 | Capel Primary School | Hall Bond Refund | 150.00 |
| 45380 | 21/12/2011 | Australian Communications & Media Authority | Land Mobile Renewal Depot | 96.00 |
| 45381 | 21/12/2011 | Dalyellup College | Contribution To School Chaplaincy Service For Dalyellup College 2011-12 | 4950.00 |
| 45382 | 21/12/2011 | Department Of Transport | Vehicle Ownership Searches October 2011 | 84.00 |
| 45383 | 21/12/2011 | Flexi Staff | Labour Hire | 3189.35 |
| 45384 | 21/12/2011 | State Library Of Western Australia | Recoveries Of Lost & Damaged Books | 33.00 |
| 45385 | 21/12/2011 | Mining & Pastoral Communication Services | Supply And Fit New Tait 8000 Radio To CP1804 Grader | 1241.03 |
| 45386 | 21/12/2011 | A Peak | Freight For Purchase Of Office Chair Finance Officer | 27.50 |
| 45387 | 21/12/2011 | Jade Pratt | Reimbursement For The Purchase Of Tar Removal Product | 14.95 |
| 45388 | 21/12/2011 | RAC Businesswise | RAC Businesswise Assist Renewal – HACC | 168.00 |
| 45389 | 21/12/2011 | St. Johns Ambulance Association | First Aid Supplies | 3.05 |
| 45390 | 21/12/2011 | Synergy | Electricity | 31453.80 |
| 45391 | 21/12/2011 | Satterley Property Group | Hall Bond Refund | 150.00 |
| 45392 | 21/12/2011 | Telstra Corporation Ltd | Rent & Calls | 2983.53 |
| 45393 | 21/12/2011 | Tania Taranto | Hall Bond Refund | 150.00 |
| 45394 | 21/12/2011 | Water Corporation | Water Usage – HACC | 823.90 |
| 45395 | 21/12/2011 | Mr D Wong | Refund Of Planning Application Fees Not Required | 190.00 |
| 45396 | 21/12/2011 | Australian Services Union | Payroll Deductions | 43.20 |
| 45397 | 21/12/2011 | The Australian Workers Union | Payroll Deductions | 320.00 |
| 45398 | 21/12/2011 | Shire Of Capel | Payroll Deductions | 2643.80 |
| 45399 | 21/12/2011 | Shire Of Donnybrook/Balingup | Payroll Deductions | 230.00 |
| 45400 | 21/12/2011 | LGRCEU | Payroll Deductions | 34.80 |
| 45401 | 21/12/2011 | WALGS Plan | Superannuation Contributions | 60342.41 |
| | | | | 1630971.34 |

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|----------|---------------------------------|-----------------------|
| 06.12.11 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$164,774.91 |
| 20.12.11 | SHIRE OF CAPEL PAYROLL PAYMENTS | \$144,841.88 |
| | | <u>\$309,616.79</u> |
| 08.12.11 | TRANSFER TO MUNICIPAL ACCOUNT | \$400,000.00 |
| 21.12.11 | TRANSFER TO MUNICIPAL ACCOUNT | \$1,200,000.00 |
| | | <u>\$1,600,000.00</u> |

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 18 January 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.

CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENTS

Simple majority

OC0111 OFFICER’S RECOMMENDATIONS – 17.7/COUNCIL DECISION

Moved Cr Gibson, Seconded Cr Manley

That Council receives:

- 1 The Schedule of Accounts covering vouchers 117 to 119, EFT10051 to EFT10218, 45339 to 45401, totalling \$1,630,971.34 paid during the month of December 2011;**
- 2 Payroll payments for the month of December 2011, totalling \$309,616.79; and**
- 3 Transfers to and from investments as listed.**

COMMUNITY SERVICES REPORTS

OC0112 (18.1) Draft Boyanup Memorial Park Sport and Recreation Ground Master Plan

| | |
|--------------------------------|---|
| <i>Location:</i> | Capel |
| <i>Applicant:</i> | Shire of Capel / Gresley Abas Pty |
| <i>File Reference:</i> | |
| <i>Disclosure of Interest:</i> | Nil |
| <i>Date:</i> | 03.01.12 |
| <i>Author:</i> | Director Community Services, M Plume |
| <i>Senior Officer:</i> | Chief Executive Officer, P Sheedy |
| <i>Attachments:</i> | <ol style="list-style-type: none"> 1. Location Plan 2. Master Plan drawings – Stages 1 to 4 3. Concept designs (5) of proposed new sports pavilion buildings |

MATTER FOR CONSIDERATION

Adoption of the draft Boyanup Memorial Park Sport and Recreation Ground Master Plan Report for the purpose of seeking public comment.

BACKGROUND / PROPOSAL

Background

April 2006 - The Boyanup Memorial Park Development Feasibility Study was completed and provided an inventory of the facilities at the site at this time, details of clubs and their usage, a proposed site plan and a development schedule, estimated costs for the facilities to be developed and a design for a sports pavilion. This Study focused on Lot 40 Thomas Street and did not take into account the possibility of expansion into Lot 1 South West Highway.

Since this Study was completed improved flood lighting of the oval has been installed, and the Bowling Club has installed a synthetic green with the assistance of a self supporting loan from the Shire.

November 2010 (OC1104) - Council resolved to approve unbudgeted expenditure of \$25,000 to prepare the Boyanup Memorial Park Master Plan with \$20,000 being funded from Account 126820 Recreation Trails and \$5,000 being funded from account 126620, Boyanup Recreation Ground Maintenance.

October 2011 (OC1004) Council resolved to endorse the Boyanup Sports Pavilion project as the 2011/12 CSRFF application.

October 2011 (OC1005) Council resolved to approve for consideration in the 2011/12 draft budget a loan to fund the Boyanup Sports Pavilion project subject to the application for CSRFF grant funding for the project being successful.

Proposal

Gresley Abas Pty (architectural urban designers) have been engaged to prepare a Master Plan to guide the future development of the Boyanup Memorial Park. A report has now been received, the contents of which are itemised as follows:

- What is a Master Plan;
- Background;
- Site overview;

- Demographic profile;
- Consultation;
- Infrastructure;
- Master Plan design;
- Staging Plan;
- Funding and implementation;
- Monitoring and Review; and
- Recommendations.

Appendices to the report include the Master Plan Drawings (concepts of a new sports pavilion, stages 1 to 4 development intent), Civil Engineering report and a Cost Plan.

Key issues and matters have been extracted from the report and are described within the Comments Section of this agenda report. All staging plans have been provided as attachments to the agenda report as these provide clarity of the architect's proposals.

STATUTORY ENVIRONMENT

Lots 40, 67 and 1 are owned by Council in freehold as opposed to the usual Crown reserve situation.

Town Planning Scheme No. 7

Lots 40 and 67 are reserved for recreation purposes under Town Planning Scheme No. 7 however Lot 1 is zoned rural and requires a zoning change to be undertaken with any future omnibus amendment undertaken for the Boyanup town. At present public recreation is a land use which is not permitted in the rural zone unless Council has granted Planning Consent after a public consultation period. It may be prudent to consider that whilst advertising the Master Plan for public comment that it also utilise this process to satisfy the Scheme process. This would also avoid any need to await a scheme zoning amendment to be completed.

The Memorial Park also contains a memorial entrance that is a category 3 listing under the Town Planning Scheme with which has a "retain and conserve" conservation recommendation. The memorial commemorates Boyanup's association with World War II and the subsequent respect to the Boyanup community.

Greater Bunbury Region Scheme

It is to be noted that a substantial portion of Lots 67 and 40 are reserved as regional open space under the Region Scheme and balance is zoned Urban. The development of the Master Plan should not result in any issues given the recreation nature of the plan as recreation activities are permissible in both the zone and reserve. It appears that the delineation of the Regional Open Space relates to the Preston River flood plain. The proposed Master Plan will be referred to the Western Australian Planning Commission as part of the advertising process.

POLICY IMPLICATIONS

Boyanup Townsite Strategy 2010 – Policy No. 15.19

Under the Boyanup Town Strategy Lots 40 and 67 are earmarked for recreation purposes and Lot 1 as recreation expansion with the following actions under the Community Facilities and Recreation Strategy endorsed by Council:

- (i) Continue to implement the individual components of the Shire of Capel Sport and Recreation Master Plan 2005- 2015 as it relates to the town of Boyanup (Ongoing priority).
- (iv) Undertake a Master Plan for the Memorial Park precinct including lighting, future requirements and open space (Medium priority).

- (vii) Prepare a local Open Space Strategy for the Townsite based on catchment analysis (High priority).

Boyanup Public Open Space Strategy – Policy No. 15.20

Under the Strategy the Memorial Park is designated as District POS. The strategy identifies the opportunity and makes recommendations to “prepare a Recreation Master Plan as a review of the Boyanup Memorial Park Development Feasibility Study of 2006, to address the primary School use of Lot 67 as well as the recreation needs arising from demographic growth over the next 20 years”. This is to include improved river edge conservation outcomes and “Preston River Ramble” trail connections and investigate future development of the southern portion of Lot 1, including a possible road link to Boyanup east via a bridge across the Preston River.

The investigations associated with the preparation of this Master Plan are consistent with the recommendations of this policy.

FINANCIAL IMPLICATIONS

Budget

Unbudgeted funding has been identified within the current budget so there are no additional implications and all proposed works will be undertaken in future years.

Long Term

The preparation of the Master Plan has included investigation into infrastructure development costs and establishment of a staging plan for implementation of the Plan over a period of 20 years.

The identified staging plan and its associated costing will now allow the staging proposals to be included within the Shire’s ten year financial plan (Corporate Plan) and also provide financial direction beyond this depending on staging time frames.

In this plan the stage timing will generally be synonymous with ‘priority’, meaning the projects identified in earlier years should generally be the higher priorities.

Budget pressures, changes in participation rates or demographics, population growth rates, grant programs and other factors may impact upon the implementation of the plan.

The goal of this plan is however to work within the directions of the Corporate Plan and this means implementing all capital recommendations in a timeframe consistent with population growth and within expected sources of funding.

Should additional funding become available, either sooner or in greater amounts, the staging timeframe should be used to guide decisions with an intent to advance projects already identified or meet new and emerging needs.

In implementing this plan Council will consider approaches that are financially and environmentally sustainable. Opportunities to partner with developers and government (schools), build cost effective multi-use facilities and to seek out developer contributions and grant funding will be a high consideration.

The following estimated costing has been provided by McGarry Associates (Quantity Surveyors and Construction Cost Consultants) for each of the four stages of the draft Master Plan. The estimates have been calculated from an assumed tender date midway between each stage period and include a number of contingencies and professional fee assumptions some of which may not be required, however in an ‘averaged’ allocation sense there will be balancing out of

costs. It is important that Council be aware that this is a very preliminary stage of estimating and is subject to more detailed costing at the time of detailed design.

The indicative estimates of the magnitude of cost for each stage of the proposed Master Plan are as follows:

- Stage 1 (2012 to 2016) - \$2,978,000
- Stage 2 (2017 to 2021) - \$4,505,000
- Stage 3 (2022 to 2027) - \$3,709,000
- Stage 4 (2028 to 2032) - \$7,154,000.

Note: The costings have been based on the assumption that all facilities described in the staging under the Comments section of this report are developed. For example, this includes in respect to stage 2 the extension of the bowling clubhouse and new synthetic green. In respect to stage 3 the development of a synthetic court. In respect to stage 4 this includes the development of the southern access road and the optional toilet facility and its associated servicing needs. It can therefore be assumed that these estimates are at the upper limit of anticipated staging costs.

Whole of Life

At this time whole of life costs are not known and will be identified as each asset/infrastructure is created in future years.

SUSTAINABILITY IMPLICATIONS

The three lots covered by the Master Plan are substantially void of vegetation apart from the Preston River foreshore and the Peppermint Tree avenue (associated with the war memorial) and a wind break along the common boundary between Lots 40 and 1. The ultimate development of the proposed Master Plan will therefore have no significant impact on remnant vegetation. The most significant possible impact on the environment would be from the establishment of additional and upgraded drainage for the park which if not undertaken appropriately would result in fertilizers and pollutants reaching the Preston River. The Master Plan proposes a number of storage basins and swales that will capture storm water and filter out pollutants prior to discharging into the river. Provided appropriate engineering is undertaken no impacts on the environment are apparent.

One of the key sustainability issues that the Shire will need to focus on is that of reducing water usage and this may occur by using latest technology in water usage control, utilising synthetic surfaces and keeping the active green space areas to a minimum. Council has an opportunity to model sustainability practices to the community.

By implementing the proposals of the Master Plan, i.e. improvements to existing facilities and the development of new facilities to meet the needs of the future population will contribute to a healthier life and social interaction.

Development of the Master Plan may have some minor impacts on nearby residents although this should be minimal as the majority of the Memorial Park land adjoins the Preston River and the South Western Highway. Residents in Thomas Street are likely to be the most impacted upon by construction traffic and increased traffic from users of recreational facilities as the population grows.

The ongoing implementation of the Master Plan over a 20 year period will involve employment of a number of professional services and involve various sectors of the construction industry resulting in employment opportunities.

STRATEGIC IMPLICATIONSShire of Capel Strategic Plan 2009-2020

The Guiding Principles of the strategy that are relevant to the Master Plan relate to maintaining and enhancing the quality of our environment and contributing to the sustainable development of the region.

Key Focus Area 2: Community

Relevant Objectives include:

- To provide social, recreational and cultural opportunities for our communities.
- To provide facilities and services which recognise the diverse needs of the community.

Relevant Strategies include:

- Plan to meet the sporting and recreational needs of the community.
- Prepare long term planning for services and facilities based on demographic analysis.
- Plan for the health and safety of the community.

Key Focus Area 3: Environment

Relevant Objectives include:

- Protect and promote the natural and built environment.
- Use and manage our resources in a sustainable manner.

Relevant Strategies include:

- Plan to undertake specialised studies identified within endorsed land use strategies.

Key Focus Area 5: Infrastructure

Relevant Objectives include:

- Maintain and improve safe and sustainable infrastructure to meet community needs.

Relevant Strategies include:

- Undertake a strategic review of public open space needs, usage and distribution and level of development.
- Ensure the provision of sustainable infrastructure to meet community needs.

Greater Bunbury Sports Facilities Planning Report – Stage 1 - 2009

This report provides an overview of the sporting needs of the greater Bunbury context. The Master Plan Project should take into consideration the surrounding rural and district playing facility needs. It is also useful to note references to the need for sporting facility design to give regard to climate change implications. The report also strongly recommends consultation between local government and the Department of Education and similarly developers to jointly plan for community facilities. The report makes comment that the redevelopment of the Capel and Boyanup sports grounds continue to be a high priority.

Sport and Recreation Strategic Plan 2010 – 2015

This strategy was reviewed in 2010 and contains a number of strategies relevant to the activities of the Memorial Park. The key strategies to note are:

- To undertake ongoing review of facilities to comply with Australian disability standards;
- To encourage the shared use of facilities;
- Investigate partnership opportunities with private enterprise;
- Develop and implement a Master Plan for the redevelopment of the Boyanup Memorial Park Sports ground.

CONSULTATION

Consultation was undertaken by the architects (with Shire staff in attendance) with the following groups:

- Boyanup School Council
- Boyanup Bowling Club
- Boyanup & Districts Farmers' Market
- Cardinals Junior Football
- Boyanup Basketball
- Boyanup Netball
- Boyanup Hockey.

Although representatives from the Boyanup Memorial Park Committee were not available to meet, representatives from the Boyanup & Districts Farmers' Market were also representative of the Boyanup Memorial Park Committee.

All groups were asked a series of questions relating to matters such as facility standards, club membership numbers, observations in growth of the club, parking demands etc.

Discussions were also held with the District Manager of the Department of Sport and Recreation South West.

It is intended that once Council has accepted the draft Master Plan it will be advertised to community and government agencies inviting comment over a period of not less than 42 days.

The advertising process will include as a minimum:

- Written invitation to all users of the Memorial Park.
- Written invitation to other Boyanup Community Groups
- Written invitation to government agencies such as Department of Sport and Recreation, Department of Water, Main Roads WA, South West Development Commission, Department of Education, Western Australian Planning Commission; and
- Advertising to the wider community via the Capel Snippets and Website.

COMMENT

The following are key matters to note in considering the Master Plan proposals for adoption.

What is a Master Plan?

It is important that the community in the first instance have a clear understanding of the intent of a Master Plan. The architects have included a useful description at the commencement of the report which is worth quoting to provide the setting for the proposals that Council is to consider:

"The purpose of this Master Plan is to provide a long term sustainable framework for the future development of the Boyanup Memorial Park ('the park') by providing for the active recreation spatial needs of the community of the Town of Boyanup over the next 10, 20 and possibly 30 years.

The plan is to be viewed as a strategic plan that determines the possible location, scale and type of development that could occur within the park within an indicative future timeframe and it is to be noted that within these timeframes more detailed planning and development costing will be required for each element of the plan.

The master planning process has involved reviewing the existing physical conditions and uses of the park, analysing site issues and developing an agreed strategic plan for the future use of the park area. Consultation has been undertaken with existing users of the park to assist in determining the design outcomes and the proposal will be advertised for wider community and government consultation prior to finalisation and adoption by Council."

Site Overview and Current Standard of Infrastructure

The Memorial Park is made up of three land parcels being Lot 67 (3.103ha), Lot 40 (6.765ha) and Lot 1 (8.099ha). These three lots currently provide the only available active or District POS for the Boyanup community.

Some of the existing infrastructure and features which needed to be considered in preparation of the Master Plan includes those listed below which are contained on Lots 67 and 40. Accompanying each item of infrastructure is a brief description of the architect's assessment of the standard of facility or any user constraints that currently exist.

- Basketball, Netball and Tennis hard courts and small kiosk/storage/change rooms – Only one sport can be played at a time in the current configuration.
- Both the Basketball and the Netball operate out of a small pavilion with covered area. The change rooms are partially being used for storage highlighting the need for additional storage. The building itself is old and in need of maintenance. The courts are lit to a standard that allows night time games. Parking is mostly undertaken on the adjoining streets with pedestrian access through a gate. The Netball Club uses the courts for training only with games being played in Bunbury. Netball member numbers have been steady over the last 10 years however a younger member increase is noticeable.
- Bowling Club synthetic green (one only) and clubrooms – The only licensed premises on the park and no universal access available for the club building. The venue, particularly the function room is at capacity with current levels of use. With population growth additional space needs to be provided for expansion of the club facilities and potentially another playing surface.
- Jack & Mary Kitchen Community Centre – The Centre includes public toilets which experience a lot of use at times.
- Existing Football Oval and Club Room (change rooms, storage, kiosk and hall) – The sports hall is currently insufficient for the Cardinals Junior Football Club, with inadequate storage space, small run-down facilities and a kiosk in poor condition. The change rooms are in a state of disrepair and the hall is in fair but serviceable condition. The facility has no capacity for sheltered viewing, with spectators often overcrowding within the hall and watching through open doors. The activity has a large impact on the parking demand for the site due to approximately 70 players and 100 spectators being present on a Saturday. Parking conflict is also experienced on Tuesdays with football training and bowling activities happening concurrently. Car parking expansion is essential.

The oval is subject to drainage issues towards the northern boundary and the lighting is not to competition standard and does not allow for night time games. The club expressed the view that rather than develop a second oval, that the upgrade of lighting take place to allow them to schedule games in the evenings and effectively extending the Saturday games into the evenings.

- Covered Skate Park – is a covered and illuminated facility which has recently been reroofed.
- Primary school shared Playing Field – the primary school currently has access to Council owned land to the south of their site for all of their field sports activities. One limitation in the use of this space is the location of the cricket pitch leaving the field undersized. It is to be noted that the school currently has an informal arrangement to use this part of the Memorial Park and action is currently being initiated to organise a formal shared use agreement. Overall the school's consensus was that their sporting requirements

are being met and they do not foresee any need for expansion in the short term. It is considered by Shire staff however that in the long term with the Townsite growth predictions and the fact that the school site is currently limited in space, that demand to utilise Shire land for recreation activities will increase.

The area adjacent to the school is also used by junior football for warm ups and training when the main oval is in use. The surface of the playing field is plagued by drainage issues, which can limit its use for football practice.

- War memorial and associated avenue of Peppermint trees – a row of Peppermint trees north of the hockey field provides an avenue link to pedestrian gates at the South Western Highway to a memorial commemorating Boyanup’s association with World War II. Retention of these features is essential.
- Playground – Universally accessible playground.
- Hockey Practice Pitch – The field is undersized, underlit and is only used for training purposes. The Hockey Club uses the grass field for training only, with juniors using it midweek and seniors only once each fortnight and in Bunbury for another two sessions a week. The turf surface is in poor condition, with mixtures of turf. Games are played on a synthetic surface and therefore never played in Boyanup. The lighting is inadequate for small ball use and is in need of upgrade. There is no undercover area or change room facilities for use by the club nor a facility to call “home”.
- Boyanup & Districts Farmers’ Market – Representatives of the markets expressed the view that their current use of the park is ideally suited to them with good exposure to the South Western Highway. The market is expecting growth both in terms of operating days and visitor numbers with their long term goal to have a permanent market venue. The site at present will satisfy their immediate needs but other locations outside of the Memorial Park will need to be considered in the longer term. The Boyanup Memorial Park Recreation Ground Draft Master Plan shows very clearly that the current location of the Boyanup & Districts Farmers’ Market is not a suitable long term proposition. In respect to this the Boyanup Townsite Strategy has identified in its Structure Plan the area adjacent to Bridge Street and Turner Street for use by a number of tourist type uses. Actions endorsed by Council under the Strategy would also support the long term location of the Boyanup & Districts Farmers’ Market activities on this site. It would be appropriate to give early consideration to progressing the planning of the Bridge street precinct to identify the possibilities for the future resiting of the markets with a permanent facility.
- The Preston River forming the eastern boundary to the park – The largest waterway in the sub-catchment with unstructured steeply graded paths and informal steps. The subject of proposed pathway extensions under the Boyanup POS Strategy.
- The South Western Highway forming the eastern boundary of Lot 40 is fenced. Lot 67 does not adjoin the highway.
- Notably Lot 1 has no recreation infrastructure and is currently leased out for grazing purposes.

Demographic Observations

The following observations have been made in analysing the existing and future population demands for recreation facilities:

1. Boyanup has a population of 900 residents.
2. The future growth of the town will be significant according to the Boyanup Townsite strategy with the population increasing by 500% to approximately 4,500 in 2031.

3. The ultimate population of Boyanup as per the Townsite Growth Strategy could be approximately 7000 persons.
4. While Boyanup has a relatively high median age, the future demographic of Boyanup could include an increasing proportion of younger families which may counteract to some degree any aging trend that is currently evident.
5. In 2021 Boyanup could have approximately 620 children aged less than 18 years and 533 persons aged 55 or over.
6. Demographics indicated in the 2006 census for dwelling occupancy, family structure, education, income, labour force and employment etc are likely to change significantly as the population grows and approximately 3,500 residents are attracted to the town by 2031.
7. In addition to the above observations it is noted that the Meadowbrook land holding in Turner Street is zoned for a retirement village and it has the potential to yield approximately 125 dwellings with a resulting over 55's population increasing demand for facilities such as the bowling club.

Level of Service and Future Needs Observations

As the existing site facilities are largely directed towards junior sports and participation rates have been difficult to determine, the usual data from ausport largely cannot be applied to determine future recreation requirements. It is evident however from the Townsite growth strategy and the broader demographic picture that there will be a need for recreation facility expansion.

Future recreation needs have been assessed using the Shire's adopted level of service requirements, consultation with local clubs and by giving regard to the regional recommendations of the Greater Bunbury Sports Facility Planning Report.

Given the total resident population of the town is anticipated to ultimately be 7000 persons, the level of service requirements recommend the provision of 1 oval per 3,500 persons, including clubhouse, change facilities and amenities. The population is expected to surpass 3,500 persons well within the next 20 years and thus another oval (active green space) needs to be provided for in the Master Planning exercise.

More specifically it is anticipated that with the significant increase in population under the age of 18 years there will be increased pressure within a time frame this side of 2021 and therefore sports fields should be planned for closer to this date.

It should be noted that whilst it is the intent to utilise this well located recreation area to provide for active competing sports needs, given the pressures of training and competition impacts on green space surfaces and the knowledge of the pressures experienced in urban growth areas such as Dalyellup, it is intended to plan for additional training green space areas in the East Boyanup Structure Planning exercise which is currently underway.

Consultation

The comments outlined under the above section relating to Site Overview and Infrastructure Standards which includes feedback from sporting groups clearly indicates that the current facilities are inadequate, do not meet the groups existing or future requirements and in fact could be seen to stymie their growth and potential.

It is mentioned under the Consultation section of this report that discussions were also held with the District Manager of the Department of Sport and Recreation South West (DSR).

Advice provided from the DSR in respect to the drafting of the Master Plan included the following recommendations and comments:

- New sports facilities of a similar scale to the Capel Sports Pavilion supported from a grant funding point of view. More complex facilities not supported.
- Support for appropriate sports lighting levels. Lit fields allow for the operation of mid week and evening competition which distribute activity rather than focusing on Saturday competition, allowing more effective use of limited facilities.
- Possible that a synthetic soccer field would be an appropriate sustainable option to satisfy future soccer needs.
- Because of the existing synthetic hockey facilities in the region it is unlikely that DSR would consider funding for a synthetic hockey field. Consideration may be given to a synthetic multi-use hockey/soccer field.

The comments from the DSR in some respect reflect those also made by the Cardinals Football Club in respect to the need or want for improved lighting although the DSR is making the statement in the context of meeting all sporting needs. The opportunities created by improved lighting to assist with dealing with growing sporting pressures is worth noting although there are associated considerations of the additional wear and tear on sporting green surfaces.

It is also worth noting the suggestions of more sustainable sports surfaces such as synthetic surfaces and in this instance the reference to a synthetic soccer field with multipurpose use options. Soccer is a strongly growing sport and the District Manager foreshadowed synthetic surfaces being considered in the near future.

Apart from the consultation with the users of the Memorial Park and the DSR, comment was obtained from Council's Traffic Consultants currently undertaking the traffic study for Boyanup. It has been advised that the existing single access off Thomas Street will continue to be suitable in the long term. There is however a possible future access road along the southern boundary of Lot 1 of the Memorial Park which will require development with any subdivision of the adjoining future residential land. The provision of this road has not been assessed but nevertheless the option for this road access has been provided for within the master planning exercise.

Infrastructure Services

The implementation of the Master Plan will have major implications in the provision of services to the site. A key part of the master planning exercise has therefore been to investigate and cost up the provision of these services.

Infrastructure upgrades will be required for the following:

- Power – New mains switch board required and additional sub main cabling;
- Water – Initial advice from the Water Corporation advises that the water supply has the capacity to service new facilities.
- Sewer – Lots 1 and 40 are currently outside of the sewer scheme boundary but the Water Corporation has indicated that this may be amended. The proposed location of new facilities is however likely to be unsuitable for gravity sewer and a pre-packaged pump station and pressure main is required.
- Drainage – The future playing fields and car parking will place significant increased drainage requirements on the site however these will be capable of accommodating by a series of drainage retention swales and basins linking into the existing drainage system.

Master Plan Design

The key design goals of the master planning exercise identified by the architects were to:

- Maximise joint-use opportunity;
- Maximise sports viewing potential;
- Maximise pedestrian and vehicle access and parking;
- Maximise re-use and incorporation of existing infrastructure where possible;
- Maximise sports growth potential through appropriate site planning; and
- Incorporate the design into the urban planning of the Townsite.

With the additional land provided by the availability of Lot 1 the opportunity to locate a main facility building in the centre or as the 'heart' of the sports area was established as being of the utmost importance in achieving the goals of facility sharing, joint use and improved spectator viewing. It is to be noted that the previous investigations undertaken in 2006 proposed to continue to locate the main facility building to the north of the existing football oval. With the establishment of recreation activity further south, this original intent is no longer appropriate. The location of a proposed new facility building adjoining the southern boundary of the football oval will provide good proximity to the new playing areas and continue to retain a connection with existing playing areas.

Key opportunities and constraints identified with the site layout of existing facilities were:

- The existing hockey site is undersized and presently constrained by the Highway and the football access. Resiting will enable a full sized pitch to be developed in a more appropriate orientation (north south).
- No storage or shelter exists for use by hockey.
- Existing light poles on the hockey pitch may be re-used.
- Relocation of the basketball, netball hard courts will enable significant expansion of the Bowling club, whilst a new site would allow additional courts to be developed.
- The area to the south of the bowling club is not of sufficient size to allow expansion, particularly given the historical importance of the avenue of trees and the memorial.
- The existing football club is detached from other uses making shared facilities difficult.
- The opportunity exists for large multi – use fields to be developed in Lot 1.
- No formal parking or traffic control exists.
- Future residential development of the south of the park will require appropriate connection to the park.

As mentioned the key to the Master Plan is the provision of a new facilities building that becomes the heart of the park's activities. This building will be functionally similar to the facility recently built at the Capel Recreation Ground. Refer to the attachments for concept design drawings.

Staging Plan

The resulting Master Plan design has provided a long term ultimate scenario for the maximum development of facilities to meet the needs of the anticipated future population. It is obviously not necessary or financially feasible to develop the complete Master Plan at one time and the challenge is therefore to identify how it can be implemented in stages that are more financially achievable and that they will be developed strategically to keep pace with the community's

growing or progressive needs. An initial strategy consisting of three stages with full development being completed in 2027 was analysed however the reality of funding the total project on this basis and some doubt over the maximum demand being reached was questionable. The following four stage time frame and associated infrastructure development implementation is now proposed. The staging described below should be read in conjunction with staging plans attached to this report.

Stage 1 (2012-2016)

This stage needs to accommodate the immediate shortcomings of the existing facilities.

The following development and agreements to tenure are proposed in stage 1:

- *Farmers' Market presence* – retain the siting of the activity in the short term in its present location. It is envisaged that the Farmers' Market will need to move from the site once other stages of the master plan are developed. The future location of the markets will be subject to further studies. In respect to the desire for the markets to locate BBQ facilities and seating in the area, the agreement to this should be on the basis that it is seen as disposable infrastructure such as with the recently developed undercover area or alternatively the facilities could be developed in a more permanent location near to the Peppermint trees.
- *Stage 1 sports facility building.* The building will need to be designed to service hockey, football, netball and basketball needs as identified during the design needs assessment. The development of the facility is subject to the success of a DSR funding application.
- *Lighting upgrade to the football oval.*
- *Car parking and drainage upgrades.* Regrading/resurfacing of the access to the north of the field is required to improve drainage problems. Boundary parking expansion also required. An overall drainage design and parking plan will be required.

Stage 2 (2017-2021)

Stage 2 mainly aims to move the existing sports to new locations that will allow for their future expansion, primarily hockey, basketball and netball. Additional parking is to be made available at this stage to service the increase in numbers.

The following development is proposed in stage 2:

- *Hockey relocated to Lot 1.* The new site allows for a full sized field with optimisation of orientation and safety with nearness to the new pavilion building. Sustainable turf options will need to be investigated.
- *Hard court (basketball and netball) relocated.* The hard courts can be moved when the existing hockey use has been relocated. The existing hockey field lighting may be reused for the hard court activities. Two additional courts may be incorporated and should be planned for to enable growth.
- *Bowls expansion as needed.* With the removal of the hard courts the bowls club is provided with opportunities for expansion as required. Existing light poles should be assessed for suitability of use with the additional bowls green.
- *Grassed training area established.* Development of an interim training area/warm up area on the northern portion of Lot 1 with the intent that it will be developed as a future formal oval area.
- *Path network established.* With the relocation of facilities there is a need to establish pedestrian pathway links from streets and car parking.

- *Parking expansion.* Relocation of the hockey field will enable parking adjacent to the sports facility building to be expanded. Relocation of the Farmers Market at this time will also allow additional parking to be provided adjacent to the Bowling\Club facilities.
- *Cricket Practice Nets to be provided.* Nets are to be provided adjacent to the school for use by the public and the school.

Stage 3 (2022-2027)

From the conclusions drawn from the demographic analysis the number of junior sports participants will likely to be 3-fold assuming similar participation rates by 2021. Dependent on growth, the additional playing fields shown at this stage, particularly those servicing junior football may need to be established early to satisfy demand.

The following development is proposed in stage 3:

- *Stage 3 Sports Facilities Building established.* The relocation of the hockey and hard-court activities is likely to put demand on change room facilities as well as needing to meet additional demands of evening sports activities. An additional multi-form change room is therefore allowed for under this stage.
- *Playing Fields established.* Half of the development of the ultimate additional sports field's area on Lot 1 is proposed in this stage. The final area of additional sports fields will be determined by demand of users at the time and flexibility will be retained where possible to address changing sports needs.
- *Playground to be established.* A playground is to be established adjacent to the facilities building to improve surveillance and separation from traffic. Development may need to be concurrent with the stage 2 building expansion.
- *Car parking upgrade.* Upgrading commenced in stage 1 is to be extended in a north easterly direction.
- *Hard courts Expansion.* Depending on the level of use it is at this stage that hard court expansion may be considered.
- *Drainage Improvements/Development.* The drainage design during stage 1 will now need to be implemented in conjunction with the additional sports field development.
- *Landscape Buffers established.* Buffers are to be established along the highway to provide visual amenity and seating areas.

Stage 4 (2028-2032)

Stage 4 represents the final stages of the development of the park and will be dependent on the population demands and the residential growth development south of Lot 1.

The following development is proposed in stage 4:

- *Completion of Playing Fields.*
- *Southern Access Road.* The location of the road is dependent to some extent on the adjacent residential development. There needs to be provision for this southern access to the sports facilities at the southern end of the site with the provision of extra parking for both active and passive recreation.
- *Path network Link established.* A path network is proposed along the Preston River that will link future residential development with recreation facilities and provide passive walking for the community.

- *Drainage Extension.* Drainage for the expanded green space areas and the access road and car parking will need to be accommodated.
- *Landscaping Buffers extended along highway.*
- *Indoor sports facility.* The provision of this facility has been indicatively shown on the plan however is subject to greater detailed investigations, both in respect to demand and cost of development and management.
- *Toilets on the southern boundary.* Additional toilets have been planned for however development of these will be on an as needs basis.

Monitoring and Review

The proposals within the Plan will need to be formally reviewed on an annual basis, ideally during the lead up to the annual budget process. The annual reporting process related to the Plan should also identify which recommendations and stages have been initiated or achieved, where new initiatives have been undertaken, or where timing of staging has been adjusted and why.

It is important to note that changes to staging and timing will result from being proactive in keeping up with: emerging trends, the existing and changing popularity of sports, the changing and developing community demographics, technological advancements in field surface standards and facilities, climate change and broader world issues which will occur over the next 10, 20 and 30 years. Above all the decisions will however be aimed at contributing to a high quality of life for the Boyanup community.

Architect's Recommendations

The architect has concluded with the following key recommendations:

- Sports requirements and staging should be assessed on an ongoing basis to ensure adequate provision of facilities throughout the future of the site.
- Where appropriate sustainable turf solutions should be investigated with the provision of sports fields.
- Lighting infrastructure should be designed to provide maximum and effective multi-use of the sports fields and placement considered to most effectively make use of expensive infrastructure.
- The detailed design of drainage, roads and parking for future stages should be undertaken as part of stage 1 works, to ensure considered and well detailed integration of future works.
- Detailed engineering investigations should be undertaken early in the design stage to ensure the provision of an appropriately designed and considered solution to site water management and servicing.
- The access to the south of the site (southern access road) should be considered during the early planning phases of the proposed development to the south of Lot 1 with issues of traffic management and access off the highway a high priority.

Conclusion

It is considered that the draft Master Plan has comprehensively covered the needs of the existing and future users of the Memorial Park area and with supporting engineering feasibility study and cost study a very useful strategic document has progressed to a stage where Council should have comfort in releasing it for community and government agency comment.

VOTING REQUIREMENTS

Simple majority

OC0112 OFFICER'S RECOMMENDATION – 18.1/COUNCIL DECISION

Moved Cr Bell, Seconded Cr J Scott

That Council adopts the draft Boyanup Memorial Park Sport and Recreation Ground Master Plan (dated 08/12/2011: REV D) for the purpose of inviting community and government agency comment.

Carried 9/0

OC0113 (18.2) Minutes of Disability Access and Inclusion Plan Committee Meeting

| | |
|--------------------------------|--|
| <i>Location:</i> | Capel |
| <i>Applicant:</i> | Shire of Capel |
| <i>File Reference:</i> | |
| <i>Disclosure of Interest:</i> | Nil |
| <i>Date:</i> | 10.01.12 |
| <i>Author:</i> | Community Development Officer, J Whistler |
| <i>Senior Officer:</i> | Director Community Services, M Plume |
| <i>Attachment:</i> | Minutes of the Disability Access and Inclusion Plan Committee Meeting 1 December 2011 |

MATTER FOR CONSIDERATION

Council to receive the minutes of the Disability Access and Inclusion Plan Committee held on 1 December 2011 and adopt the recommendation contained in the minutes.

BACKGROUND / PROPOSAL**Background**

At the Council meeting held 11 July 2007, Council resolved to adopt the Shire of Capel Disability Access and Inclusion Plan and the Shire of Capel Disability Access and Inclusion Plan Implementation Plan 2007-2012.

Proposal

The Disability Access and Inclusion Advisory Committee will consider the progress made in achieving the outcomes outlined in the Disability Access and Inclusion Implementation plan and report will be submitted to the Disability Services Commissioner.

STATUTORY ENVIRONMENT

Section 28 of the Disability Services Act 1994 requires each public authority (including local governments) to prepare and adopt a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.

POLICY IMPLICATIONS

There are no current policies applicable to this matter.

FINANCIAL IMPLICATIONS**Budget**

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

It is considered there are no sustainability implications associated with this matter.

STRATEGIC IMPLICATIONS

Consideration of this matter is consistent with Key Focus Area 2 Community Experience: Objective C4 Action No. 2 - Implement and review the Disability Access and Inclusion Plan.

CONSULTATION

No consultation has been required at this time.

COMMENT

The Disability Access and Inclusion Plan Committee Meeting was held on 1 December 2011 and the Committee were asked to consider a progress report on the Disability Access and Inclusion Implementation Plan to be submitted to the Disability Services Commissioner.

VOTING REQUIREMENTS

Simple majority

OC0113 OFFICER'S RECOMMENDATIONS – 18.2/COUNCIL DECISION

Moved Cr Norton, Seconded Cr J Scott

That Council receives the minutes of the Disability Access and Inclusion Plan Committee held 1 December 2011 and adopts the recommendation DI1201.

Carried 9/0

NEW BUSINESS OF AN URGENT NATURE

OC0114 (19.1) Director Technical Services – Endorsement of Appointment

| | |
|--------------------------------|------------------------------------|
| <i>Location:</i> | Capel |
| <i>Applicant:</i> | Chief Executive Officer |
| <i>File Reference:</i> | |
| <i>Disclosure of Interest:</i> | Nil |
| <i>Date:</i> | 17.01.12 |
| <i>Author:</i> | Chief Executive Officer, PF Sheedy |
| <i>Senior Officer:</i> | Chief Executive Officer, PF Sheedy |
| <i>Attachments:</i> | Nil |

MATTER FOR CONSIDERATION

Endorsement of the appointment, by the Chief Executive Officer, of Mr Wayne Butler to the position of Director Technical Services with this Shire on a three year contract.

PROPOSAL / BACKGROUND

Background

The previous Director Technical Services tendered his resignation with Council in November 2011 and departed the Shire of Capel on 30 December 2011.

Proposal

Following the advertising of the position a two stage interview process was instigated with first interviews being conducted by the Chief Executive Officer and Manager Human Resources and second round interviews by the President, Chief Executive Officer and Manager Human Resources for those determined most likely suitable and qualified for the position.

Following this process it was determined that Mr Butler is the preferred candidate.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 5.37(1) indicates that a local government may designate employees or persons belong to a class of employee to be senior employees.

Local Government Act 1995, section 5.37(2) indicates that the Chief Executive Officer (CEO) is to inform the Council of each proposal to employ or dismiss a senior employee and the Council may accept or reject the CEO's recommendation but if Council rejects a recommendation, it is to inform the CEO of the reasons for it doing so.

Local Government Act 1995, section 5.39 indicates that the employment of a person who is a CEO or senior employee is to be governed by a written contract, which cannot be for a term exceeding five years.

Local Government (Administration) Regulations 1996, 18B provides that a contract for employing a CEO or senior employee is to provide for a maximum amount of money to which a person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of the value of one year's remuneration under the contract or the value of the remuneration that the person would have been entitled to, had the contract not been terminated.

POLICY IMPLICATIONS

Under Policy 13.8 'Staff – Senior Employees' Council has designated the positions of CEO, Director Corporate Services, Director Community Services, Director Planning & Development Services, Director Technical Services and Manager Health Services as senior employees.

Policy 13.14 'Employee Uniform Allowance' is applicable to this position.

Policy 13.28 'Staff Relocation Expenses' allows the Chief Executive Officer and Directors to determine applications for relocation expenses for new employees based on the following guidelines:

1. The relocation expenses are not to include any personal travel expenses.
2. Relocation expenses may be paid direct to the removalist company or by reimbursing the employee.
3. Expenses are to be paid only on the production of receipts.
4. Employees not completing 24 months' service shall be required to refund removal expenses reimbursed by Council on a pro rata basis as follows:
 - 4.1 Less than 12 months' service – 100% of removal costs reimbursed by Council.
 - 4.2 Twelve months to 24 month's service – 50% of removal costs reimbursed by Council.
5. Relocation expenses paid to any employee shall not exceed \$5,000 for relocation within Western Australia or \$7,000 for employees relocating from outside of Western Australia unless otherwise approved by Council.

FINANCIAL IMPLICATIONS**Budget**

Costs associated with the advertising, engagement and remuneration package for the successful candidate are covered within the existing budget allocations for 2011/12.

Long Term

The requirement to have a Director Technical Services as part of the Executive Management Team will require the ongoing long term allocation of funds in the annual budget.

Whole of Life

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

SUSTAINABILITY IMPLICATIONS

There are no sustainable implications relevant to this item.

STRATEGIC IMPLICATIONS

Being a designated senior employee and head of a Division of the organisation the position plays a key role in the current and future strategic direction of the Shire of Capel.

CONSULTATION

Consultation occurred by the selection panel (President, CEO and Manager Human Resources) and the preferred applicant's referees were checked prior to the recommendation to make the appointment and no further consultation is required.

COMMENT

The recommended candidate has met all the selection criteria and has a strong background in local government and experience in OH&S, infrastructure development, maintenance, construction, design, waste services POS and fleet maintenance. He is currently employed at the Shire of Bellingen in New South Wales (since January 2010) as Director Engineering & Operations and is responsible for the delivery of the Council's capital and maintenance engineering budget of approximately \$12.5 million and manages 90 staff.

He was previously the Manager Operations with the Shire of Kempsey, NSW and prior to that has previous experience in Western Australia with Southern Road Services (Consultant Project Engineer) and City of Albany (Manager City Works).

Mr Butler will commence with the Shire on 13 February 2012.

The employment contract offered for the position will be similar to the ones offered to other senior employees at the Shire of Capel and is predominantly in the format of the standard industry contract endorsed by the Local Government Managers Association and Western Australian Local Government Association with some modifications to suit this organisation. The key components of the contract being offered are:

1. Annual remuneration package of approximately \$136,296.

This includes annual salary, superannuation contributions, professional development and motor vehicle value.

Superannuation contributions will be the standard compulsory 9% and up to an additional 5% if matched by the employee.

Professional development includes an allowance for professional membership.

2. Terms of contract

The employee will be offered an initial three year contract, with a three month probationary period and that allows for the employer to terminate the contract by providing three months' notice.

The contract will also allow for the Council to terminate the contract by the payment of the equivalent of one year's remuneration for any reason, other than summary dismissal (wilful or serious misconduct, disobeying of reasonable and lawful orders, and conviction of a crime).

Annual incremental salary increases of CPI plus additional annual increases of up to 3% depending on the level of assessment obtained in the annual performance review.

3. Leave Entitlements

The employee will be provided with four weeks annual leave, twelve days executive leave and the normal long service, personal, parental leave etc as per the current Award entitlements.

VOTING REQUIREMENTS

Simple majority

OC0114 OFFICER’S RECOMMENDATIONS – 19.1/COUNCIL DECISION

Moved Cr Gibson, Seconded Cr J Scott

That Council:

- 1. Endorses the recommendation of the Chief Executive Officer to appoint Mr Wayne Butler as Director Technical Services with the Shire of Capel on a three year contract, with a commencement remuneration package of up to \$136,296 and other conditions as outlined in the contract; and**
- 2. Authorises the President and Chief Executive Officer to affix the common seal and sign the contract between Mr Wayne Butler and the Shire of Capel.**

Carried 9/0

PUBLIC QUESTION TIME Nil

MOTIONS WITHOUT NOTICE (ABSOLUTE MAJORITY BY COUNCIL) Nil

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

ITEMS FOR CONSIDERATION BEHIND CLOSED DOORS Nil

MEETING CLOSURE

The meeting closed at 6.45pm.

These minutes were confirmed at an Ordinary Council meeting on 15 February 2012.

Signed

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

Date