

# Shire *of* Capel

## MINUTES

ORDINARY COUNCIL MEETING  
Wednesday, 23 November 2016



*Experience the*  
Shire *of* Capel



Forrest Road, Capel  
PO Box 369, Capel

T 9727 0222  
F 9727 0223

[info@capel.wa.gov.au](mailto:info@capel.wa.gov.au)  
[www.capel.wa.gov.au](http://www.capel.wa.gov.au)



# SHIRE OF CAPEL

## ORDINARY COUNCIL MEETING

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## SHIRE OF CAPEL

MINUTES OF THE ORDINARY COUNCIL MEETING HELD IN THE COUNCIL CHAMBERS, FORREST ROAD, CAPEL ON WEDNESDAY, 23 NOVEMBER 2016 COMMENCING AT 4.32PM.

PRESENT:	President Councillors	MT Scott SH Baxi BW Bell BW Hearne PK McCleery SV Schiano JA Scott BH Smith PF Sheedy S Stevenson C Dent MI Plume C Muller A Evans
	Chief Executive Officer Executive Manager Corporate Services Manager Health Services Executive Manager Community Services Manager Planning Services Minute Secretary	
LEAVE OF ABSENCE:		Nil
APOLOGY:		GJ Norton
VISITOR:	Journalist, South Western Times	C Eadie
MEMBERS OF PUBLIC:		9

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

Nil

### **PUBLIC QUESTION TIME**

Ms Kathleen Thomson, PO Box 74, Boyanup 6237: Why is this document called a Community statement when the community was not formally consulted?

President M Scott (President): Whilst the heading of the document is "Community Statement", in a number of instances it refers to 'The Council of the Shire of Capel' or 'Council' and it is clear in its intent that this is a Shire of Capel statement about its commitment to the community in regards to environmental concerns that have been raised and what action it will take when dealing with petroleum exploration development applications.

Ms Thomson: Why was the community not consulted?

President: The community was not consulted as this is a Shire of Capel Community Statement and not a community statement. Council has indicated that it will consult with the community if and when a development application is lodged.

Ms Thomson: Please outline your knowledge of unconventional gas extraction methods and its possible detrimental effects on our water, environment and health as well as our possible loss of income and quality of life? How did you source this information?

President: The Councillors' knowledge of unconventional gas extraction methods has been obtained from a variety of sources namely, Department of Mines and Petroleum, verbal and written information, Bunbury Energy, Capel Gas Expo and individual Councillors' research on the internet.

Ms Thomson: Why are you prepared to allow the possibility of harm coming to our water, environment and health, when you could at the very least stand up like other Shires and declare the area unconventional gasfield free?

President: Declaring the Shire of Capel unconventional gasfield free has no statutory enforcement and Council considers that it is better to work with the Department of Mines and Petroleum and other relevant state government agencies that have the statutory authority to deal with such issues as water, environment and health.

Mr Nicolas Pozniakov, 14 William Road, Boyanup: my questions concern the "community statement" Petroleum exploration in the Shire of Capel. What specific information has been used to compile this "Community Statement"?

President: In compiling the community statement Council has used:

1. Some of the information in a community statement document adopted by the Shire of Carnamah;
2. Information provided by the Department of Mines and Petroleum;
3. Knowledge of its statutory powers and obligations in regards to dealing with petroleum exploration licences and planning approvals; and
4. Concerns raised by the community in regards to environmental matters.

Mr Pozniakov: At no stage have I been consulted by the Shire nor am I aware of any one who has. Why is it that we are not aware of public opinion being sought? If Public opinion has been sought, when and How? Hence is this statement the result of Community consultation, if so by what means?

President: There has not been any formal consultation with the community or surveys undertaken.

Mr Pozniakov: Has this statement been endorsed by the community and therefore is it representative of the community opinion?

President: This is a Council Community Statement and not a 'community statement' and it therefore represents the opinion of the Council, not the community, on its commitment to the community on how it will deal with Petroleum Exploration in the Shire of Capel.

**APPLICATIONS FOR LEAVE OF ABSENCE** Nil

**DECLARATION OF INTEREST**

Cr S Schiano declared an Impartiality interest in Item 14.3 Local Planning Policy (LPP) 6.28 Signs. The nature and extent of his interest in Item 14.3 is that he is the South West Campaign Manager of the National Party (WA) and he has signage authorisation as part of this role.

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

**OC1101 CONFIRMATION OF MINUTES**

**Moved Cr J Scott, Seconded Cr Baxi**

**That the Minutes of the Ordinary Council meeting held on 26 October 2016 be confirmed.**

Carried 8/0

**VOTING REQUIREMENTS**

Simple majority

**ANNOUNCEMENTS BY PERSON PRESIDING WITHOUT DISCUSSION**

The President reminded those present that there was a community workshop on the Strategic Community Plan being held in the Capel Community Centre tonight commencing at 7.00pm.

**PETITIONS/DEPUTATIONS/PRESENTATIONS**

Mr Bernie Masters, PO Box 315, Capel gave a presentation to Council on Item 13.1 Petroleum Exploration Community Statement.

The President thanked Mr Masters for his presentation.

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

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

## CHIEF EXECUTIVE OFFICER REPORTS

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### OC1102 (13.1) Petroleum Exploration Community Statement

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Location:	Whole of the Shire
Applicant:	Shire of Capel
File Reference:	EM.LI.6
Disclosure of Interest:	Nil
Date:	02.11.16
Author:	Chief Executive Officer, PF Sheedy
Senior Officer:	Chief Executive Officer, PF Sheedy
Attachments:	'Community Statement Petroleum Exploration in Shire of Capel'

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### **MATTER FOR CONSIDERATION**

Endorsement by Council of the 'Community Statement – Petroleum Exploration in the Shire of Capel' as detailed in the attachment.

### **BACKGROUND / PROPOSAL**

#### **Background**

November 2013

The Department of Mines and Petroleum advised the Shire of Capel that as part of the ongoing program of exploration for petroleum resources in the State of Western Australia, a number of areas have been selected for inclusion in the first acreage release round in 2014.

July 2015

Following the calling of tenders the Department of Mines and Petroleum advised the President and Chief Executive Officer that they would be announcing the successful tender for the Petroleum Exploration Permit for an area of the South West that includes the Shire of Capel.

The Department of Mines and Petroleum announced that Unconventional Resources Pty Ltd had been selected as the preferred applicant to undertake exploration for petroleum in the South West region.

August 2015

Council at its meeting on 26 August 2015 resolved (OC0806) as follows:

*'That Council, at this time, does not:*

- 1. Undertake a community survey seeking the community's views on the exploration for oil and gas and the extraction process referred to as 'hydraulic fracking' in the Shire of Capel; or*
- 2. Instigate a political/lobbying campaign voicing its opposition to the exploration for oil and gas and potential extraction by the process known as 'hydraulic fracking' in the Shire of Capel*

*as the issuing of the Petroleum Exploration Permit is the responsibility of the Department of Mines and Petroleum who have strict environmental and other regulations that need to be complied with and Council will be in a better position to assess any future planning application by Unconventional Resources once the results of their preliminary exploration is known.'*

## **Proposal**

Given that the current exploration process (surveying and mining/drilling) does not require approval of Council, only a permit from the Department of Mines and Petroleum (DMP), it is questionable what action or ability Council has to stop the current process.

There is concern in the community about the potential environmental issues from petroleum exploration in the Shire. Consequently the 'Community Statement' seeks to acknowledge those concerns, but also indicates that Council has no statutory authority to oppose or stop petroleum exploration in the Shire should the State Government and DMP support it by issuing a licence. The 'Community Statement' indicates that as the regulatory author on development applications (planning), Council will follow the normal planning process and provide the community with the opportunity to comment on any applications for mining development on land within the Shire.

Finally, the 'Community Statement' indicates that it will support those communities and landholders who may wish to respond to exploration proposals (this could be both for and against) by providing relevant information, arranging meetings or forums and lobbying government and government agencies to ensure that adequate controls are in place to address the environmental concerns of the community.

## **STATUTORY ENVIRONMENT**

Petroleum and Geothermal Energy Resources Act 1967.

Petroleum Pipelines Act 21969

Petroleum (Submerged Lands) Act 1982 and associated regulations.

## **POLICY IMPLICATIONS**

There are no current Council Policies relevant to this matter.

Delegation 124 provides delegation to the Chief Executive Officer:

'The determination of mining tenement and exploration licence applications be delegated to the Chief Executive Officer except in the case where there are concerns over:

- Access to properties
- Proposed haulage routes
- The standard of road reinstatements to be carried out on the completion of mining.'

## **FINANCIAL IMPLICATIONS**

### **Budget**

There are no budget implications in the 2016/17 financial year as the only costs to be incurred will be the production of the 'Community Statement' which can be covered under the existing 'Printing and Stationery' budget allocation. Any time or other costs incurred by the President or Chief Executive Officer (i.e. travel) can be covered within existing budget allocations.

### **Long Term**

The only long term costs associated with Councillors and/or staff on this matter would be in the areas of lobbying politicians, printing of the 'Community Statement' and possible meetings with the community and all these costs can be covered within existing Long Term Financial Plan operating budget allocations.



## **Whole of Life**

As there are no assets being created as part of the item there is no whole of life cost applicable.

## **SUSTAINABILITY IMPLICATIONS**

The process involved in the 'life cycle of petroleum acreage' as indicated in the attachment requires the applicants to complete and undertake various environmental plans and surveys which should mitigate the likely environmental impacts that fracking has on the land.

There are, however, issues raised and claims made by Environmental Groups that this process despite all the 'checks and balances' in place will have a significant impact on the land and community, citing overseas examples.

Financially there is an opportunity for the landowner to benefit with the payment of exploration/access fees by the mining companies who wish to access private property.

## **STRATEGIC IMPLICATIONS**

### **Shire of Capel Strategic Community Plan 2013-2031**

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

Strategic Outcome:

1.6 'Lobby and advocate on behalf of the Shire of Capel community.'

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

Strategic Outcome:

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

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

Strategic outcome:

4.8 'Support the retention of the mining industry.'

Shire of Capel Corporate Business Plan 2014-2018

Strategy 3.2B 'Ensure that biodiversity and natural environmental values are protected and conserved.'

## **CONSULTATION**

It is not proposed to engage in any community, State Government agencies or other organisational consultation in regards to this 'Community Statement'.

Consultation in the form of lobbying of State Government Ministers could and should be undertaken to ensure that the concerns of the community environmental issues are adequately addressed and monitored should any exploration licences be issued.

## **COMMENT**

The questions for Council to consider are whether it wants to take a stand on the issue of petroleum exploration in the Shire now by seeking comment from the community on its support or opposition. If the community feedback/survey indicates that the community is

opposed to petroleum exploration in the Shire of Capel (some sections of the community have already taken this position by declaring areas 'Gasfield Free') what action will Council take, now or in the future, to try to stop the exploration process and the issuing of exploration licences (drilling/sinking wells). Alternatively should Council determine that it would be logical to wait and see where the process gets to and if it reaches the application for drilling stage then deal with the development application (planning) at that point based on the merit of the application and/or the community feedback.

From the discussion held prior to the October 2016 Council meeting, there was a clear direction, that given that Council is not the regulatory authority that ultimately issues any petroleum exploration licences in the Shire, it is not appropriate for the Council to take a position to endorse the banning of petroleum exploration in the Shire.

It was considered more appropriate that Council firstly takes on a lobbying role that seeks to address the broader concerns of the whole community in regards to environmental issues, such as possible biodiversity values, pollution of ground water and ground water aquifers and Landholder rights including the right to protect high-value farmland, the right to seek fair compensation and the right to refuse entry to mining companies, and secondly, a regulatory role only when it receives a development application for any infrastructure and/or development to be undertaken on land within the Shire, relating to gas exploration.

The proposed 'Community Statement – Petroleum Exploration in the Shire of Capel', detailed in the attachment, is intended to send this message to the community.

As detailed in the 'Background' section of this report Council previously (August 2015) in part resolved '**not to undertake a community survey at that time**'. That decision would indicate that at some time in the future Council would revisit this matter of undertaking a community survey and decide on whether it should still be undertaken. Since that decision there have been a number of community meetings throughout the Shire and two communities at two community gatherings, namely North Boyanup and Stratham, have endorsed a declaration indicating 'Yes to their Community being Gasfield Free'.

It would be fair to say that there are still some communities/residents in parts of the Shire who are expecting Council to undertake a community survey at some time and it has been a constant question that is asked since 2015. Given the strong stance by some members of the community against gas exploration in the Shire and South West, the generally low turnout achieved with surveys (i.e. 10-15% is considered very good), the difficulty in determining what suitable factual information could be provided to assist the community in making a determination on the matter and given it is an emotive and divisive issue in the community, one would question as to whether a balanced and objective response would be received on the matter.

Therefore as discussed at the roundtable forum at the last Council meeting on this matter it is recommended that a community survey not be undertaken now or in the future and that the Council decision include a statement to this effect so that the community is now provided with a clear indication of Council's position on this matter.

### **VOTING REQUIREMENTS**

Simple majority

<b>OC1102 OFFICER'S RECOMMENDATIONS – 13.1/COUNCIL DECISION</b>
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**Moved Cr Baxi, Seconded Cr Hearne**

**That Council:**

- 1. Endorses the 'Community Statement – Petroleum Exploration in the Shire of Capel' as detailed in the attachment as its current position on this matter; and**
- 2. Does not support undertaking a community survey.**

Carried 8/0

Five members of the public left the meeting at 4.54pm and did not return.

## **ENGINEERING AND DEVELOPMENT SERVICES REPORTS**

### **OC1103 (14.1) Application to Keep Pigeons**

Location:	Lot 104 Spurr Street, Capel
Applicant:	John Bitkash
File Reference:	LE.IN.8/ A2855
Disclosure of Interest:	Nil
Date:	07.11.16
Author:	Environmental Health Officer, N Milner
Senior Officer:	Executive Manager Engineering & Development Services, J Gick
Attachments:	1 Shire of Capel Health Local Law 2000 Part 5, Division 5 Pigeons or Doves 2 Schedule of Submissions

### **MATTER FOR CONSIDERATION**

Council is requested to consider an application to keep 150 racing pigeons at Lot 104 (No. 5) Spurr Street, Capel. Officers do not have delegation to approve such a request however Council can approve up to 150 pigeons in a residential area.

### **BACKGROUND / PROPOSAL**

#### **Background**

The Shire of Capel Health Local Laws 2000 Part 5, Division 5 Pigeons or Doves provides scope to permit registration of up to 150 pigeons in any residential area if the person is a current member of a recognised incorporated racing body.

#### **Proposal**

The proposal is to keep up to 150 pigeons in a residential area in keeping with the provisions of the Shire of Capel Health Local Laws. Details of application are as follows:

- Proposed aviary 1.2m from boundary and >9m from any dwelling.
- Applicant has provided proof of membership of the Bunbury Pigeon Racing Club.
- Release of pigeons for exercise – no more than 60 at a time and for approximately one hour in accordance with the Code of Practice for Pigeon Keeping and Racing in Western Australia.
- Waste/Odour - Loft cleaned daily and no odour.
- Pest Control - Feed stored in sealed drums and bait stations.

### **STATUTORY ENVIRONMENT**

#### **The Shire of Capel Health Local Laws 2000 Part 5, Division 5 Pigeons or Doves**

##### **Duties of Certificate Holder**

5.5.7 The holder of a certificate of registration to keep pigeons or doves shall:

- (a) keep all pigeons or doves confined continuously in cages, enclosures and lofts approved by the Council except that homing pigeons and racing pigeons or doves registered in accordance with this Division may be released in accordance with this Division;
- (b) keep all cages, enclosures, lofts and their immediate surrounds clean and maintained in good order and condition at all times and the minimum standard to be adhered to shall be that which is specified in the Code of Practice; and

- (c) dispose of all loft litter by immediate burial or by being bagged and deposited in a household rubbish bin to ensure no nuisance occurs.

#### **Limit on Number of Pigeons or Doves**

- 5.5.8 (1) Subject to subclause (2), the maximum number of pigeons and doves which shall be kept on land the subject of a certificate of registration pursuant to each certificate of registration shall not exceed 20, excluding young birds.
- (2) A Person who on or before 30 June each year, produces to the Council satisfactory proof that the person is a current member of a recognised incorporated pigeon racing body or is a registered pigeon or dove fancier, may be permitted by Council to keep up to 150 pigeons or doves, excluding young birds, in any residential area or special rural area.

#### **Cage, Enclosure of Loft Requirements**

- 5.5.9 (1) An approved cage, enclosure of loft used to house pigeons or doves shall, be constructed of new materials and shall be constructed to the following minimum requirements.
- (a) the base floor of any loft shall be of 50mm thick concrete;
  - (b) in the case of an elevated loft the suspended floor shall be constructed and maintained in accordance with the requirements of the Code of Practice.
  - (c) cladding of loft including the roof shall be of smooth fibro cement sheeting sheet material or other smooth material;
- (2) A cage, enclosure or loft shall not be located nearer than:
- (a) 1.2 metres from the boundary of any land adjacent to the land, the subject of an application;
  - (b) 9 metres from any dwelling house, church, school room, hall, factory, dairy or food premises; or
  - (c) 9 metres from any road reserve or street.

#### **Exercise of Pigeons**

- 5.5.10 (1) A person who is approved to keep registered homing pigeons or racing pigeons may only release such homing pigeons or racing pigeons for exercise between the hours set out in the Code of Practice, unless otherwise authorised by the Council.
- (2) A person shall not release more than 60 registered homing or racing pigeons for exercise or training at any one time.

#### **POLICY IMPLICATIONS**

At this stage there are no policies affecting this matter.

#### **FINANCIAL IMPLICATIONS**

##### **Budget**

Current budget fee schedule is \$126.00 for Registration Fee Keeping of Pigeons or Doves and \$67.00 for Renewal Fee Keeping of Pigeons or Doves.

##### **Long Term**

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

##### **Whole of Life**

There are no whole of life costs to consider.

#### **SUSTAINABILITY IMPLICATIONS**

The potential environmental implications may be noise and excreta if pigeons perch or roost on neighbouring structures.

## **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013-2031.

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

Strategic Outcome:

2.3 Preserve and protect the character of the communities.

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

Strategic Outcome:

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

## **CONSULTATION**

The proposal was referred to landowners within a 100m radius, which included 23 properties. Refer to the Schedule of submissions (Attachment 2).

In addition, note that a customer request was lodged, prior to the submitted application, from an adjoining neighbour concerned with potential pest problem, in particular cockroaches.

## **Planning & Building**

The matter was raised at DCU (Development Coordination Unit) meeting and comments provided as follows:

- Building Services – where applicable building structures require building licence. Noted.
- Planning Services – consideration given to Scheme definition of Rural Pursuit that would require a Development Approval and if the application is in keeping with the objectives of the zone. Resolved to process under the provisions of the Health Local Laws.

## **COMMENT**

### **Objection Discussion**

Submissions concerns regarding excreta is significant and potentially detrimental to the amenity of the surrounding neighbours however consideration should be given to the fact that only two direct objections have been received. The applicant has responded reasonably addressing concerns and is willing to reduce the number to 100 pigeons.

### **Annual Renewal Process**

The Shire of Capel Health Local Law requires annual renewal and Council can refuse to renew or at any time vary the hours of release of the pigeons and impose other conditions deemed necessary.

Four members of the public left the meeting at 4.56pm and did not return.

## **VOTING REQUIREMENTS**

Simple majority

**OC1103 OFFICER'S RECOMMENDATIONS – 14.1/COUNCIL DECISION**

**Moved Cr J Scott, Seconded Cr Bell**

**That Council supports the proposal to keep up to 100 pigeons at Lot 104 (5) Spurr Road, Capel and issue a Certificate of Registration of Premises for Keeping of Pigeons in accordance with compliance with the Shire of Capel Health Local Laws 2000 for annual renewal.**

Carried 8/1

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**OC1104 (14.2) Consideration of Plastic Bag Ban – Western Australian Local Government Association**

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Location: Whole of Shire  
Applicant: Western Australian Local Government Association  
File Reference: LE.LL.1  
Disclosure of Interest: Nil  
Date: 08.11.16  
Author: Environmental Health Officer, N Milner  
Senior Officer: Executive Manager Engineering & Development Services, J Gick  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

To determine Council's position on supporting a State-wide ban on plastic bags and the implementation of a Local Law as an alternative.

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

The Western Australian Local Government Association (WALGA) in conjunction with the Municipal Waste Advisory Council (MWAC) has written to the Shire requesting feedback on whether the Council supports a State-wide plastic bag ban, and if the Council would like to introduce a Local Law to ban plastic bags. A background paper on the range of issues associated with plastic pollution and options for plastic bag bans has been developed by WALGA and MWAC and distributed to Councillors with the correspondence received.

**Proposal**

WALGA is seeking Council's support on the State-wide bag on plastic bags and would Council like to introduce a local law to ban plastic bags.

**STATUTORY ENVIRONMENT**

Waste Avoidance and Resource Recovery Act 2007

**POLICY IMPLICATIONS**

There are no policy implications relevant to this matter.

**FINANCIAL IMPLICATIONS****Budget**

If a State-wide plastic bag ban was introduced it is likely that it would be financed at a State level and not require local government resourcing, similar to how bans have been implemented by other State and Territory governments.

Should the Shire introduce a Local Law it would need to resource all aspects including education and enforcement. This would require budget allocations in the short and long term.

**Long Term**

At this stage it is not known what long term implications there would be. There would be costs to implement the scheme but financial mechanisms to recover some costs via infringement notices or fines.



**Whole of Life**

Unable to quantify at this time.

**SUSTAINABILITY IMPLICATIONS**

Reducing the amount of plastic generated, used and disposed of in the community aligns with sustainable principles towards improving short and long term environmental outcomes. If a State-wide ban is not implemented, the Shire is in a position to be a leader in this area by implementing a Local Law. This Shire has a history of progressive action on environmental and public health issues including the implementation of the kerbside organics bin service.

**STRATEGIC IMPLICATIONS**

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

Strategic Outcomes:

- 1.3 Develop, support and implement innovative solutions.
- 1.6 Lobby and advocate on behalf of the Shire of Capel community.

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

Strategic Outcome:

- 2.2 Encourage community engagement and participation

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

Strategic Outcome:

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

**CONSULTATION**

At this stage no consultation with the local community or business has occurred. However litter prevention and waste education, including on the topic of plastic bag reduction, is undertaken by the Shire on an ongoing basis through its existing programs. There are two main supermarket retailers within the Shire that would be most affected by a ban on plastic bags compared to other local businesses. Community consultation would be undertaken as part of introducing a possible Local Law.

**COMMENT**

Single-use plastic shopping bags that are commonly made from high-density polyethylene plastic have been given to customers worldwide when purchasing goods since the 1950's. They have been popular as they are considered a strong, cheap, and hygienic way of transporting items. However the impact of plastic bag pollution is now well established as a global issue requiring action. Problems associated with plastic bags include the use of non-renewable resources such as crude oil, gas and coal, disposal methods, environmental and public health impacts.

As traditional plastic bags are made from oil they do not degrade for hundreds of years and their light weight means they can travel long distances if not correctly disposed of. Plastic bags that are classified as degradable have added toxic chemicals to make them more readily break up into tiny pieces, which can travel deep into natural ecosystems such as oceans and bushlands causing additional problems. Research by the Clean Up Australia Council has

revealed that more than 3 billion plastic bags are used in Australia alone each year, and about 50 million of these bags end up as litter.

To address the issue of plastic bags, governments and communities throughout the world have introduced legislation to phase out lightweight plastic bags. In Australia more than half of the States and Territories have already introduced bans. This includes South Australia, Tasmania, Northern Territory and the Australian Capital Territory. Other communities have also introduced bans at a local level, including Coral Bay, Kalbarri and Exmouth in Western Australia. The City of Fremantle has attempted to be the first Local Government in the State to introduce a Local Law regarding the use of plastic bags. Unfortunately there have been differences in political opinion on whether the issue should be addressed at a State or local level which has resulted in the Local Law being disallowed to date. Similarly the Federal Government has proposed bans at a national level which have not come to fruition.

The existing plastic bag bans across the States and Territories in Australia are fairly consistent, which has been useful in enforcing messages to business and the community and facilitating change at a wider level. The bans apply to lightweight, checkout-style plastic bags. Bags which are not banned include heavier department store bags, barrier bags used for fruit and vegetables, compostable bags (which meet the Australian Standard) and paper bags. In most cases fines apply to retailers who either sell or give away the banned plastic bags.

Overall the bans have been effective in reducing generation, use and disposal of plastic bags in these areas and have been well supported by the community. As with all changes undoubtedly some people will have found the changes frustrating, inconvenient and having cost implications. However while each government or community cannot solve the plastic bag problem of the entire nation, the action and leadership to date are having positive effects.

Some large major retailers have attempted to improve the rate of recycling of plastic bags and increase their diversion from landfill by offering a free return service at stores. While this is a positive and welcome waste management initiative, there is limited information on the degree to which this is occurring. It appears to not be consistent across all stores, particularly not being always offered in regional and rural areas.

From a local perspective, plastic bags are impacting recycling efforts and litter prevention by the Shire of Capel and other Councils in the Wellington Waste Group of Councils (WWGC). This is occurring despite extensive advertising and education programs. For example, during the annual audit in August this year of the Shire's organics waste load collected from kerbside organics bins, a large proportion of the contamination was found to be plastic bags that are a similar light-green colour to the Council supplied compostable bags. These bags generally contained kitchen organics waste indicating that households were attempting to use their bin correctly and are not aware that the plastic bags were not compostable. This is a relatively new issue that has occurred within the past two years and has coincided with some businesses changing from white and grey coloured plastic bags to the light green colour. Increased community education and communication are being implemented to address the issue. Contact has also been made with businesses which supply these plastic bags to inform them of the issue and to try to reach alternative solutions. However unfortunately these actions have not been successful to date and indicate the need for additional actions. A State-wide ban would quickly and effectively resolve this issue.

It is important to consider that the introduction of a Local Law on banning plastic bags within the Shire of Capel in isolation may have limited effect. This is due to the fact that many residents who live in the Shire access businesses which supply plastic bags that are outside the Shire's boundaries. This includes businesses which have been supplying the similar coloured plastic bags to that of the Council supplied compostable bags. Therefore litter levels and contamination of kerbside organics and recycling bins may not improve significantly with a Local Law. Alternatively, if several or all of the Councils in the wider region were also to introduce a Local Law with the same consistency it is likely to have a greater effect. There would also be efficiencies able to be achieved in terms of community engagement, education

and resourcing as already occurs with other issues, including waste education and mosquito control.

Based on the information in this report, it is recommended that Council advises WALGA and MWAC that the Shire supports a State-wide plastic bag ban, and alternatively would consider introducing a Local Law in collaboration with the Wellington Waste Group of Councils. It is also recommended to write to the other Local Governments in the WWGC regarding the Shire's position, and that each of the Councils introducing a Local Law is a possible alternative option to address the issue as a regional waste management initiative.

**VOTING REQUIREMENTS**

Simple majority

**OC1104 OFFICER'S RECOMMENDATIONS – 14.2/COUNCIL DECISION**

**Moved Cr J Scott, Seconded Cr Smith**

**That Council advises the Western Australian Local Government Association and Municipal Waste Advisory Council that the Shire of Capel supports a State-wide plastic bag ban in principle, but would not consider introducing a Local Law without the collaboration of the Wellington Waste Group of Councils.**

Carried 8/0

Cr S Schiano declared an Impartiality interest in Item 14.3 Local Planning Policy (LPP) 6.28 Signs. The nature and extent of his interest in Item 14.3 is that he is the South West Campaign Manager of the National Party (WA) and he has signage authorisation as part of this role.

Cr Schiano left the Chambers at 5.02pm.

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### **OC1105 (14.3) Local Planning Policy (LPP) 6.28 Signs**

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Location:	Whole of Shire
Applicant:	Shire of Capel
File Reference:	C.5.49.1 V 2
Disclosure of Interest:	Nil
Date:	08.11.16
Author:	Planning Officer, M Young
Senior Officer:	Executive Manager Engineering & Development Services, J Gick
Attachments:	Local Planning Policy 6.28 Signs

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### **MATTER FOR CONSIDERATION**

The purpose of this report is to recommend that Council adopt Local Planning Policy 6.28 Signs (Policy), with modification to include an additional sign type 'Freestanding Banner Sign' and amend the requirements associated with election signs.

The draft Policy was published for public comment for 22 days, in accordance with clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations) with one submission received.

### **BACKGROUND/PROPOSAL**

#### **Background**

May 2001 – Council endorsed the Signs Local Law.

September 2001 – Council resolved to approve a Dalyellup Beach Estate Signage Manual that detailed performance standards.

August 2003 – Council adopted Policy 6.8 Dalyellup Common Interest Area that permitted Council to approve signage related to Dalyellup urban expansion area that has a Common Interest in accordance with provision 7.11.2 (g) of the Scheme.

November 2011 – Council endorsed Modification No.9 to Dalyellup Beach Local Structure Plan Signage and Advertising Device Strategy for the Display Home Centre Precinct.

March 2012 – Council adopted Policy 6.19 Highway Signage for Rural Tourism Activities & Services. The objective of this Policy is to identify an area of Common Interest pursuant to Clause 7.11.2 (g) of the Scheme for the purposes of approving signs associated with Rural Tourism Activities and Services.

June 2015 – Council approved the Dalyellup District Centre Signage Strategy Report.

June 2016 – Council resolved to repeal the Signs Local Law 2001 on the basis that the Local Law had no legislative backing. Given that the Local Law has not been reviewed since 2001 it is appropriate to review to better deal with planning applications for signs in light of the new Regulations and current practice. Council adopted the Activities in Thoroughfares and Public Places and Trading Local Law 2016.

September 2016 – Council resolved to adopt draft Local Planning Policy 6.28 Signs for the purpose of community consultation and referral to relevant government agencies.

### **Proposal**

Adoption of Local Planning Policy 6.28 Signs with modification as discussed under the Comment section of this report.

The Policy provides guidance, criteria and standards that will apply to the consideration of sign applications where they require planning approval under the Planning and Development (Local Planning Scheme) Regulations 2015 (the Regulations) and the Shire of Capel Town Planning Scheme No. 7 (the Scheme). The provisions of this Policy apply to all land zoned and reserved under the Scheme.

### **STATUTORY ENVIRONMENT**

#### Town Planning Scheme No. 7

Clause 7.11 of the Scheme outlines circumstances where signs may require prior approval of Council within Highway Protection Areas delineated on the Scheme Map.

Clause 7.12 of the Scheme empowers Council to consider a broad range of criteria and impose conditions when dealing with planning applications for signs.

Clause 7.12.4 (Appendix 11) includes specific types of advertisements that are 'permitted development' and therefore exempt from the need to obtain planning approval.

#### Planning and Development (Local Planning Schemes) Regulations 2015

It is proposed to adopt a Local Planning Policy in accordance with Clause 4 of the Regulations. A Local Planning Policy does not form part of the Scheme and cannot bind the Council in respect of any application for development approval. The Council, is however, required to have due regard to the provisions and objectives of such Policy in making a determination on a planning matter.

### **POLICY IMPLICATIONS**

The proposed Policy will provide for the regulation, control and management of signs with the Shire.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The costs associated with staff preparation, administration and advertising of the Policy are fully at the expense of the Shire.

#### **Long Term**

Council will continue to receive revenue from planning applications for signs within the Shire.

#### **Whole of Life**

No assets are being created for the Shire.

**SUSTAINABILITY IMPLICATIONS**

The Shire is supportive of signage as it can add vitality to urban centres and help identify the location of businesses in rural settings that can enhance the local economy. The effectiveness of signage is compromised if the design, siting and numbers are not managed. Inappropriate signage can impact on the visual amenity of an area and compromise public safety. The Policy provides guidance and standards for signs with the aim of ensuring signage considers both public safety and visual amenity issues throughout the Shire.

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcome:

2.3 Preserve and protect the character of the communities.

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

Strategic Outcomes:

3.1 Promote the diverse lifestyle opportunities in the Shire.

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

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

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

Strategic Outcomes:

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

4.2 Pursue diversity and vitality in the local economy.

4.3 Enhance the local economy by promoting local produce.

4.4 Improve the attraction of the towns as retirement destinations.

4.5 Facilitate the development of district activity precinct for retail, commercial and professional service delivery.

4.6 Support and promote the agricultural economy.

4.7 Promote tourist interests and provision of tourist accommodation.

4.8 Support the retention of the mining industry.

4.9 Encourage business development. 4.4 Pursue diversity and vitality in the local economy.

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

Strategic Outcome:

5.2 Maintain and enhance the quality of our built environment.

**CONSULTATION**

The draft Policy was advertised in accordance with Clause 4 of the Regulations for a period of not less than 22 days via:

- Two consecutive notices in the Bunbury South Western Times;
- Shire's web site and social media sites;

- Referral to the following government agencies: Main Roads WA, Western Australia Local Government Association (WALGA), Western Australian Planning Commission (WAPC) and Tourism Western Australia.
- Referral to the Capel Chamber of Commerce and Boyanup Progress Association.

The advertising period concluded on 4 November 2016. One submission was received from Main Roads WA raising no objection to the Policy.

## COMMENT

The Policy provides guidance, criteria and standards that will apply to the consideration of sign applications where they require planning approval under the Regulations and the Scheme. The Policy will ensure that a more consistent and flexible approach is taken towards assessing development applications for signs.

The Policy includes five assessment categories as to when and how an assessment of a signs proposal would occur that can be summarised as follows:

- Part 1) General requirements for all signs requiring planning approval.
- Part 2) Specific requirements for various types of signs and when such signs will be deemed acceptable.
- Part 3) Discretionary criteria when a proposal does not address all relevant criteria prescribed in 2 above.
- Part 4) Additional criteria when signs relate to a heritage listed property.
- Part 5) Exempt signs when planning approval would not be required in accordance with the current Scheme.

Definitions and visual diagrams (for illustrative purposes only) have been included into the Policy to assist the general public in formulating applications and compliance with the Policy's general and specific provisions.

As mentioned in the Council September 2016 report, the Policy has been formulated taking into consideration the following:

1. An opportunity to have a consolidated Policy for the assessment of signage proposals.
2. An updated Policy that considers technological advancements in signage design and materials.
3. Issues relating to third party signage.

In relation to point 1 above, the former Signs Local Law 2001 was outdated and did not provide clear guidance or standards for the assessment of sign applications. The Policy consolidates the relevant parts of the former Signs Local Law, the Dalyellup District Centre Signage Strategy and the current Scheme provisions. The Policy has been drafted to work in conjunction with existing adopted planning Policies 6.8 Dalyellup Common Interest Area, 6.19 Highway Signage for Rural Tourism Activities and Services and the Activities in Thoroughfares and Public Places and Trading Local Law 2016. The advantage of this approach is that it reduces the number of documents that need to be referred to in the assessment of signage development applications.

In regards to points (2) and (3) above the Policy is equipped and provides clear general and specific criteria for the assessment of signage proposals. One of the key components of the Policy is the introduction of parameters for the size and location for each of the individual signage classes /types. The Policy states that animated and third party signage are not supported by Council, but in special circumstances Council still has the ability to approve such signs subject to discretionary criteria being satisfied.

The Policy has been modified under Section 2.0 to include an additional sign type known as a 'Freestanding Banner Sign'. These signs are commonly referred to as teardrop, blade or wing

signs, made of lightweight material attached to a pole. This type of signage has become more common for businesses and it is considered appropriate to include some development standards into the Policy.

There is a multitude of different designs for signs and advertisements. Including criteria or standards for all eventualities is virtually impossible and tends to make planning policy overly prescriptive and complicated. The Regulations 2015 encourage local planning policy to broadly address key planning issues and not to prepare a policy to address “the one off” signage proposal. The key planning issues for signage applications are an assessment of a signage proposals impact on the visual amenity on a building, site, the immediate locality, highway and public safety. Incorporating some flexibility is highly relevant to signage where proposals can be assessed on their individual planning merits.

The Policy provides guidance and a standard for signs with the aim of ensuring signage considers both public safety and visual amenity issues throughout the Shire.

### **Election Signage**

Since the Policy was presented to Council in September 2016 the Western Australian Local Government Association (WALGA) issued a press release in regards to election signage. With the State Government election due in March 2017, election signage promoting local election candidates will appear in the community.

WALGA has developed a “*Political Signage Guideline*” that summarises the key regulatory provisions for election signage that can reasonably be included within both planning schemes and local planning policy. The Guideline includes a comprehensive review on the decisions of the High Court of Australia where the issue of implied freedom of political communication is discussed.

In planning terms the Guidelines reiterate that the preferred option is for election signage to be exempt for the requirement of submitting a development application. As part of this exemption it is not unreasonable to apply some restrictions around the size or the length of time they are on display. This approach is not different to the type of restrictions imposed on a property disposal sign. The Guideline also confirms that having election signage listed as an individual signage type/category is acceptable as this would not itself impinge on the freedom of political communication.

The consideration of public safety (such as sight obstructions) is still taken seriously by the Courts and this would be considered ‘reasonable’ planning grounds to have an election sign removed. This principle of public safety would again apply to all signage proposals and would not just target election signage.

In light of this WALGA Guideline a modification to the Policy is recommended to include:

- An updated definition of election signage from the Planning and Development Regulations 2015 (Regulations);
- Include a limit on the size of the election signs that is consistent with other exempted sign types;
- Reference to the landowners consent, and
- A minor modification to the limit on the time period again to reflect the Regulations.

### **CONCLUSION**

The Policy offers both an update of the repealed Signs Local Law 2001, incorporates criteria from the Activities in Thoroughfares and Public Places and Trading Local Law 2016; adopted Planning Policy, endorsed Strategies for Dalyellup and accords with the Scheme. It is



acknowledged that following work associated with the Local Planning Strategy and review of the Scheme further modifications to this Policy could be applied.

Only one submission was received on the Policy during the advertising period with no objection raised.

It is recommended that Council resolve to adopt Local Planning Policy 6.28 Signs with modification to include an additional sign type 'Freestanding Banner Sign' and update the criteria associated with election signage.

**VOTING REQUIREMENTS**

Simple majority

**OC1105 OFFICER'S RECOMMENDATIONS – 14.3/COUNCIL DECISION**

**Moved Cr McCleery, Seconded Cr J Scott**

**That Council adopts the Local Planning Policy 6.28 Signs detailed in the attachment to this report in accordance with the provisions of Clause 4 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.**

Carried 7/0

Mrs Stevenson called Cr Schiano back into the Chambers at 5.04pm.  
Mrs Muller left the meeting at 5.04pm and did not return.

## **CORPORATE SERVICES REPORTS**

### **OC1106 (15.1) Accounts Due and Submitted for Authorisation**

Location:	Capel
Applicant:	Shire of Capel
File Reference:	N/A
Disclosure of Interest:	Nil
Date:	10.11.16
Author:	Finance & Accounts Payable Officer, S Searle
Senior Officer:	Executive Manager Corporate Services, S Stevenson
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 Act 1995, section 6.10

#### **6.10. Financial management regulations**

- (d) The general management of, and the authorisation of payments out of-
  - (i) the municipal fund; and
  - (ii) the trust fund,  
of a local government.

Local Government (Financial Management) Regulations 1996, regulation 13, 1 & 2

#### **13. List of accounts**

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared-
  - (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transactions.
- (2) A list of accounts for approval to be paid is to be prepared each month showing-
  - (a) For each account which requires council authorisation in that month-
    - (i) The payee's name;
    - (ii) The amount of the payment; and

- (iii) sufficient information to identify the transactions;  
and
- (b) the date of the meeting of the council to which the list is to be presented.

### **POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

### **FINANCIAL IMPLICATIONS**

#### **Budget**

Payment from Council's Municipal Fund.

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

#### **Long Term**

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

#### **Whole of Life**

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

### **SUSTAINABILITY IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcome:

1.4: Provide efficient and effective financial management to ensure long term financial viability of the organisation.

### **CONSULTATION**

Relevant staff have been consulted and authorised the payments. Documents have been reviewed by Manager Finance, A Mattaboni.

### **COMMENT**

Accounts due and submitted for authorisation are as follows:

EFT22954	24/11/2016	PREVIEW INDUSTRIES AUSTRALIA PTY LTD	STORAGE BOXES FOR ARCHIVE MATERIALS	347.05
EFT22955	24/11/2016	BUNBURY MOWER SERVICE	PPE CLOTHING	1538.00
EFT22956	24/11/2016	BUSSELTON TOYOTA	40,000KM SERVICE - 47CP	486.70
EFT22957	24/11/2016	BUNBURY TOYOTA	CP9370 SERVICE (15,000KM)	240.05

EFT22958	24/11/2016	B & B STREET SWEEPING	SUCK OUT ROAD SIDE DRAIN AT PEPPERMINT GROVE TCE	220.00
EFT22959	24/11/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	TWO SMALL DROP SHEETS, SINK STRAINER, GRAPHITE POWDER AND LUBRICANT	55.37
EFT22960	24/11/2016	BLACKWOODS	FIRE FIGHTER BOOTS	201.34
EFT22961	24/11/2016	BATTERY ALL TYPES	TRUCK BATTERY FOR CP4821	119.00
EFT22962	24/11/2016	BLUE'S TOWING	TOW MITSUBISHI PAJERO TO IMPOUND	88.00
EFT22963	24/11/2016	STAPLES AUSTRALIA PTY LTD	STATIONERY FOR SHIRE AND LIBRARIES	954.39
EFT22964	24/11/2016	CAPEL TRANSPORT	THURSDAY 27/10/16 - COLLECT CONCRETE PICNIC TABLE FROM HUMES PERTH AND DELIVER TO SHIRE	275.88
EFT22965	24/11/2016	CHRISTIE PARKSAFE	SUPPLY 1X MODULAR TRIPLE BENCH AND 2 ELECTRIC CC-2 BAFFLED FAT TRAY DEPOT AND DELIVER TO SHIRE DEPOT	9680.00
EFT22966	24/11/2016	CARBONE BROS PTY LTD	264 TONNES OF GRAVEL	4883.82
EFT22967	24/11/2016	DORMA AUTOMATICS PTY LTD	TRACK WHEEL ASSEMBLY CAPEL LIBRARY AND MAINTENANCE ON AUTOMATIC DOORS	279.73
EFT22968	24/11/2016	GRACE RECORDS MANAGEMENT	RECORDS STORAGE AND DESTRUCTION FOR 2016/17	286.07
EFT22969	24/11/2016	GAS-IT CONTRACTING	POWER & TELSTRA LOCATIONS ON CAPEL TUTUNUP ROAD, CAPEL	783.20
EFT22970	24/11/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	84 TONNE SEMI CRACKER DUST	2197.06
EFT22971	24/11/2016	HUMES	CONCRETE PICNIC TABLE WITH SEATS (ONE UNIT)	1595.00
EFT22972	24/11/2016	LD TOTAL	DALYELLUP PARKS MAINTENANCE	61112.14
EFT22973	24/11/2016	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE 22/9/16-20/10/16	1025.46
EFT22974	24/11/2016	L.G. BUSINESS SYSTEMS PTY LTD	TWO BOXES OF PAYSLEIPS INCLUDING FREIGHT	137.50
EFT22975	24/11/2016	MALATESTA ROAD PAVING & HOT MIX	600 TONNE HOTMIX	1200.00
EFT22976	24/11/2016	MARKETFORCE	SOUTH WEST TIMES & WEST AUSTRALIAN VACANCY ADVERT	210.03
EFT22977	24/11/2016	PIACENTINI & SON PTY LTD	482 TONNE OF LIMESTONE	7053.85
EFT22978	24/11/2016	FULTON HOGAN INDUSTRIES PTY LTD	1 TONNE HOTMIX	200.00
EFT22979	24/11/2016	PRESTIGE PRODUCTS-BUSSELTON	SUPPLY AND DELIVER VARIOUS TOILET / BATHROOM PRODUCTS	220.99

EFT22980	24/11/2016	SOUTHERN LOCK & SECURITY	SUPPLY AND CUT 3 GRAND MASTER KEYS FOR CAPEL SHIRE SYSTEM	45.00
EFT22981	24/11/2016	TOTALLY WORKWEAR	STAFF UNIFORMS	910.25
EFT22982	24/11/2016	TELSTRA BUSINESS CENTRE BUNBURY	LIFEPROOF CASE TO SUITE IPHONE 6S	200.00
EFT22983	24/11/2016	IT VISION	ONLINE LICENCES & PERMITS MODULE INSTALLATION AND TRAINING	16230.93
EFT22984	24/11/2016	WORK CLOBBER BUNBURY	WORKWEAR	614.54
EFT22985	24/11/2016	WESTRAC EQUIPMENT	SERVICE - ROLLER CP4833 (1000HRS), ADJUST TURNTABLE ON GRADERS CP1025 AND CP1084,	2863.37
EFT22986	24/11/2016	WINDOW IMAGERY	REPAIR CURTAIN ON THE STAGE AT BOYANUP HALL	49.50
EFT22987	24/11/2016	WORKPAC GROUP	EMPLOYEE HIRE	4079.47
				120383.69

OUTSTANDING CREDITORS AS AT 31 October 2016: \$225,817.03

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for 23 November 2016 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

**OC1106 OFFICER’S RECOMMENDATIONS – 15.1/COUNCIL DECISION**

**Moved Cr Smith, Seconded Cr Hearne**

**That Council authorises the Schedule of Accounts covering vouchers EFT22954 to EFT22987, a total of \$120,383.69 for payment.**

Carried 8/0

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**OC1107 (15.2) Accounts Paid During the Month of October 2016**

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Location: Capel  
Applicant: Shire of Capel  
File Reference: N/A  
Disclosure of Interest: Nil  
Date: 09.11.16  
Author: Finance & Accounts Payable Officer, S Searle  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Nil

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**MATTER FOR CONSIDERATION**

Authorisation of accounts paid during the month.

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

Accounts paid are required to be submitted each month.

**Proposal**

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

**STATUTORY ENVIRONMENT**

Local Government Act 1995, section 6.10

**6.10. Financial management regulations**

- (d) The general management of, and the authorisation of payments out of-
  - (iii) the municipal fund; and
  - (iv) the trust fund,  
of a local government.

Local Government (Financial Management) Regulations 1996, regulation 13, 1 & 2

**13. List of accounts**

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared-
  - (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transactions.
- (2) A list of accounts for approval to be paid is to be prepared each month showing-
  - (a) For each account which requires council authorisation in that month-
    - (i) The payee's name;
    - (ii) The amount of the payment; and
    - (iii) sufficient information to identify the transactions;  
and
  - (b) the date of the meeting of the council to which the list is to be presented.

**POLICY IMPLICATIONS**

There are no current policies relevant to this matter.

**FINANCIAL IMPLICATIONS****Budget**

Payment from Council's Municipal Fund.

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

**Long Term**

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

**Whole of Life**

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

**SUSTAINABILITY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Strategic Outcome:

1.4: Provide efficient and effective financial management to ensure long term financial viability of the organisation.

**CONSULTATION**

Relevant staff have been consulted and authorised the payments. Documents have been reviewed by Manager Finance, A Mattaboni.

**COMMENT**

Payments made during the month of October 2016 are as follows:

EFT22674	03/10/2016	WESTNET PTY LTD	SHIRE OF CAPEL ADMINISTRATION INTERNET & HOSTING EMAIL FOR 31/8/16- 31/8/17	488.78
EFT22675	05/10/2016	AMITY SIGNS	VARIOUS ROAD SIGNS	2369.40
EFT22676	05/10/2016	COLLINS BOOKSELLERS BUNBURY	BOOK VOUCHERS FOR SCHOOL AWARDS 2016	400.00
EFT22677	05/10/2016	ARBORGUY	REMOVAL OF WATTLES AND STUMP GRINDING AT BOYANUP INFORMATION BAY	2530.00

EFT22678	05/10/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE	868.27
EFT22679	05/10/2016	BRANDICOOT	WEBSITE PACKAGE MONTHLY FEE	238.00
EFT22680	05/10/2016	STAPLES AUSTRALIA PTY LTD	2016/17 STATIONERY	7.55
EFT22681	05/10/2016	COFFEY ENVIRONMENTS	PHASE I RADIATION SURVEY	5539.99
EFT22682	05/10/2016	CRANEFORD PLUMBING	DALYELLUP SPORTS PAVILION ATU MAINTENANCE	214.50
EFT22683	05/10/2016	DELRON CLEANING	MONTHLY CLEANING CAPEL SHIRE BUILDINGS	11802.59
EFT22684	05/10/2016	DELL AUSTRALIA PTY LTD	OPTIPLEX 7440 AIO XCTO (17)	5811.37
EFT22685	05/10/2016	GERRY ENGLEHART	CARRY OUT REPAIRS TO DAMAGED WALL BOYANUP LIONS PARK TOILET BLOCK	400.00
EFT22686	05/10/2016	FLEXI STAFF	EMPLOYMENT HIRE	3705.15
EFT22687	05/10/2016	FAT BIRDIE CAFE	LUNCH FOR 13 PEOPLE - FIRE BRIGADE TRAINNG	104.00
EFT22688	05/10/2016	GHD PTY LTD	GROUNDWATER MONITORING & LIASON WITH DER RE REQUIREMENTS FOR FURTHER MONITORING	1557.60
EFT22689	05/10/2016	CR BRIAN HEARNE	TRAVEL REIMBURSEMENT	410.28
EFT22690	05/10/2016	JOHN PHILLIPS CONSULTING	CEO PERFORMANCE APPRAISAL 2016	2750.00
EFT22691	05/10/2016	JUST YOUNGER CATERING	CATERING FOR AUGUST COUNCIL MEETING	322.00
EFT22692	05/10/2016	SALLY MURPHY	CHILDREN'S BOOK WEEK AUTHOR VISIT-SALLY MURPHY	3740.00
EFT22693	05/10/2016	PRESTIGE PRODUCTS-BUSSELTON	SUPPLY 2 X 5L LIQUID HAND SOAP	36.30
EFT22694	05/10/2016	PJ & EV PAGE	POLISHING BOYANUP HALL 16/17- AUG 16	70.00
EFT22695	05/10/2016	RTW STEEL FABRICATION	REPAIR TO ENGINE MOUNT - P9537	544.50
EFT22696	05/10/2016	RETHINK MARKETING	FIGHT THE BITE EDUCATIONAL PROGRAM	3124.00
EFT22697	05/10/2016	SOS OFFICE EQUIPMENT	METERBILLING FOR SHIRE AND LIBRARY PHOTOCOPIERS	1838.12
EFT22698	05/10/2016	SUMMERS CONSULTING	MOSQUITO IDENTIFICATION	308.00
EFT22699	05/10/2016	TOTALLY WORKWEAR	STAFF UNIFORMS	255.20
EFT22700	05/10/2016	TRINITY	2 ROOMS / 3 NIGHTS ACCOMMODATION - 18, 19 & 20 SEPTEMBER 2016 - TRAINING	900.00
EFT22701	05/10/2016	TELSTRA BUSINESS CENTRE BUNBURY	IPHONE 6S - REPLACEMENT	1199.00
EFT22702	05/10/2016	VISIMAX	ID RANGERS WALLET, EPAULETTES, CAPS AND CHOKER LEADS	281.80



EFT22703	05/10/2016	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 70 FIXED COMPONENT - CAPEL SPORTS PAVILION AND LOAN 68 DRAINAGE	82447.67
EFT22704	05/10/2016	THE PRINT SHOP	6500 LETTERHEADS	1075.00
EFT22705	06/10/2016	ADAMS & CO FREIGHT	RATES REFUND	4575.00
EFT22706	07/10/2016	BLACKWOODS	1 PAIR OF BLACK OLIVERS SAFETY BOOTS BFG	198.95
EFT22707	10/10/2016	FUJI XEROX AUSTRALIA PTY LTD	16/17 LEASE OF PHOTOCOPIER PER MONTH-CAPEL LIBRARY-OCT 16	132.00
EFT22708	12/10/2016	ANSTAT PTY LTD	SAI GLOBAL SUBSCRIPTION	437.71
EFT22709	12/10/2016	ALL WEST BUILDING APPROVALS PTY LTD	FEEES FOR THE CERTIFICATE OF DESIGN COMPLIANCE FOR EAST DALYELLUP SPORTS PAVILION (RETAINING WALL AND ADDITIONAL BLEACHERS).	385.00
EFT22710	12/10/2016	AUSTRALASIAN PERFORMING RIGHT ASSOC LTD	APRA LICENCE FEE CAPEL 1/11 - 31/1/2017	143.37
EFT22711	12/10/2016	BOYANUP BUILDING AND EARTHWORKS CONTRACTORS	MAINTENANCE OF EXISTING TRAIL - PRESTON RIVER RAMBLE	5500.00
EFT22712	12/10/2016	BUNNINGS BUILDING SUPPLIES PTY LTD	TIMBER FOR DALYELLUP GAZEBO	21.05
EFT22713	12/10/2016	BENDIGO BANK BUSINESS CREDIT CARD	SEPTEMBER CREDIT CARD TRANSACTIONS: 6/9/16 - \$14.50 - BUNNINGS - DOOR SIGNS 7/9/16 - \$108.92 - EB ELECTION SERIES - ATTENDANCES FOR NATIONAL ELECTIONS SERIES BREAKFAST EVENT 17/9/16 - \$107.20 - CAPELBERRY CAFÉ - MANAGERS LUNCHEON 22/9/16 - \$200.00 - DEPT OF ENVIRONMENT - CLEARING PERMIT FOR TUTUNUP RD ROADWORKS 25/9/16 - \$1500.00 - LOCAL GOVT - LGMA ANNUAL STATE CONFERENCE 27/9/16 - \$257.00 - MARKET EATING HOUSE - STAFF REGISTRATION LUNCH 29/9/16 - \$8.00 - BENDIGO BANK - CARD FEE	2195.63
EFT22714	12/10/2016	BUILT RIGHT APPROVALS	CONTRACTORS: ASSISTANCE WITH PROCESSING OF BUILDING APPLICATIONS JULY TO SEPTEMBER 2016	3124.00
EFT22715	12/10/2016	STAPLES AUSTRALIA PTY LTD	2016/17 STATIONERY	615.13

EFT22716	12/10/2016	CAPEL CLEANING	VACUUMING OF SHIRE OFFICES AND PLAYGROUP BUILDING WEEKLY	135.00
EFT22717	12/10/2016	CAPEL NEWSAGENCY	LIBRARY NEWSPAPERS	39.30
EFT22718	12/10/2016	CARBONE BROS PTY LTD	25 TONNE GRAVEL	375.00
EFT22719	12/10/2016	DEPARTMENT OF PREMIER & CABINET	GOVERNMENT GAZETTE ADVERTISING BASIS OF RATES	100.80
EFT22720	12/10/2016	DATA #3	GOVT SHADOW PROTECT VIRTUAL SERVVER AND MAINTENANCE RENEWALS, AND FOUR IPAD AIR 2'S	4033.40
EFT22721	12/10/2016	ANDREW ELLIS	SPORTS PARTICIPATION SCHEME	700.00
EFT22722	12/10/2016	FLEXI STAFF	CONTRACT EMPLOYMENT	1657.57
EFT22723	12/10/2016	FIT 2 WORK.COM.AU	TWO FIT FOR WORK CHECKS	81.18
EFT22724	12/10/2016	JETLINE KERBING CONTRACTORS	ADDITIONAL COST FOR CAPEL CIVIC PRECINCT- EXTRA COST HAS BEEN INCURRED DUE TO POURING THE CONCRETE SLAB FOR PICNIC SETTING IN A DIFFERENT DAY AS THE SITE WAS NOT READY TO POUR WITH THE OTHER SLAB	1694.00
EFT22725	12/10/2016	JMW COMPLIANCE	COMPLIANCE CONSULTANT: PREPARATION OF TEMPLATES AND WORKFLOWS FOR COMPLIANCE MATTERS RELATED TO FOUR YEARLY SWIMMING POOL INSPECTIONS INCLUDING INFRINGEMENTS; SWIMMING POOL INSPECTIONS	4725.15
EFT22726	12/10/2016	JULIES LAWNMOWING	MOWING OF BOYANUP MUSEUM GROUNDS AND BOYANUP HALL GROUNDS	140.00
EFT22727	12/10/2016	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	MANAGING RECOVERY ACTIVITIES TRAINING AND POLICY DEVELOPMENT AND PROCEDURE WRITING	8690.00
EFT22728	12/10/2016	LD TOTAL	OXLEY AND GOSSE WAY LANDSCAPING WORKS AND REMOVAL OF GRAFFITI AT SOUTH PARK AND GELORUP SKATE PARK	24526.70
EFT22729	12/10/2016	LGIS PROPERTY SCHEME	16/17 PROPERTY INSURANCE ADJUSTMENT	590.83
EFT22730	12/10/2016	MUIR'S MANJIMUP	SERVICE 60CP 30,000 KM	468.65
EFT22731	12/10/2016	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING	48115.00
EFT22732	12/10/2016	REFACE INDUSTRIES	SERVICE, REPAIRS & CONSUMABLES FOR VMI DISC REPAIR MACHINE AND SPRAY LIQUID	759.39

EFT22733	12/10/2016	SKATEBOARDING WA	SKATEBOARDING HOLIDAY EVENT ON 26/9/16 SHARED WITH CITY OF BUNBURY	880.00
EFT22734	12/10/2016	SOUTH WEST TREE SAFE	REMOVE TWO TREES OFF FENCE LINE, EMERGENCY CALL OUT	880.00
EFT22735	12/10/2016	SOUTHERN LOCK & SECURITY	SUPPLY 6 PADLOCKS KEYED TO L1 ON SHIRE SYSTEM, 2 KEYS CUT TO G6, 2 CUT TO WAS 8 AND REPLACE DOOR LOCK AT BOYANUP MEMORIAL APRK	530.10
EFT22736	12/10/2016	SW PRECISION PRINT	5 X INFRINGEMENT BOOKS	323.00
EFT22737	12/10/2016	STEANN PTY LTD	GREENWASTE PICKUP 26.9.16 TO 30.9.16	23947.08
EFT22738	12/10/2016	SONIC HEALTHPLUS PTY LTD	PRE EMPLOYMENT MEDICALS	583.00
EFT22739	12/10/2016	D & K THOMAS ELECTRICAL	REPAIR OF CAR LIGHT AT BOYANUP HALL	99.00
EFT22740	12/10/2016	TOTALLY WORKWEAR	PPE	132.00
EFT22741	12/10/2016	TONY AVELING & ASSOCIATES PTY LTD	SAFETY LEADERSHIP TRAINING - CERTIFICATE IV IN WORK HEALTH AND SAFETY	550.00
EFT22742	12/10/2016	RAY TINK ROOFING	PICK UP ASBESTOS FROM QUEELUP RD - 27/7/16 AND DOG EXERCISE AREA DALYELLUP	550.00
EFT22743	12/10/2016	JOHN TRELA	SPORTS PARTICIPATION SCHEME	400.00
EFT22744		-EFT22777	PAYMENT ALREADY APPROVED BY COUNCIL, PLEASE REFER TO AGENDA ON 26.10.16	0.00
EFT22778	19/10/2016	CLAIRE ANDERSON	REIMBURSEMENT OF TRAINING EXPENSES	720.00
EFT22779	19/10/2016	BOYANUP HALL ADVISORY COMMITTEE	DONATION FOR CARETAKING OF BOYANUP HALL	219.25
EFT22780	19/10/2016	BADGERS EMBROIDERY	EMBROIDER RANGERS UNIFORMS	264.00
EFT22781	19/10/2016	BUNBURY AUTO ELECTRICS	FIT ANDERSON PLUG FOR SPRAY TANK CP5186	205.80
EFT22782	19/10/2016	BOC LIMITED	12KG DRY ICE	19.14
EFT22783	19/10/2016	BCF	WADERS AND GAITERS, MOSQUITO CONTROL	159.98
EFT22784	19/10/2016	STAPLES AUSTRALIA PTY LTD	2016/17 STATIONERY	103.51
EFT22785	19/10/2016	CAPEL TRANSPORT	DELIVER TABLE FOR AGE FRIENDLY COMMUNITY PLAN ANNUAL SEAT INSTALLATION AND COLLECT PALLET OF FERTILISER	333.36
EFT22786	19/10/2016	COATES HIRE SERVICE	HIRE OF SMOOTH ROLLER 1 DAY 16/9/2016	707.25

EFT22787	19/10/2016	CR MURRAY SCOTT	EX GRATIA PAYMENT TO VOLUNTEER DEPUTY BUSHFIRE CONTROL OFFICER (POLICY 4.16)	811.00
EFT22788	19/10/2016	CLEANAWAY	2016/17 - DISPOSAL OF HOUSEHOLD DOMESTIC WASTE	12059.55
EFT22789	19/10/2016	CAPELBERRY	LUNCH FOR 16 PEOPLE - MANAGING RECOVERY IN LOCAL GOVERNMENT TRAINING – 13 OCTOBER 2016	340.70
EFT22790	19/10/2016	CAPEL SOCCER CLUB	KIDSPORT VOUCHER	150.00
EFT22791	19/10/2016	CAPEL CLEANING	VACUUMING OF SHIRE OFFICES AND CLEANING OF CAPEL PLAYGROUP BUILDING 30/9/16	112.50
EFT22792	19/10/2016	GELORUP COMMUNITY MANAGEMENT COM	QUARTERLY MANAGEMENT FEES	107.25
EFT22793	19/10/2016	DOTS POTS & OFFICE FURNITURE	19X DELTA CS HIGH BACK RATCHET BACK CHAIR	5383.00
EFT22794	19/10/2016	FENNESSY'S	SERVICE - CP9132	212.96
EFT22795	19/10/2016	FLEXI STAFF	EMPLOYMENT HIRE	4875.20
EFT22796	19/10/2016	GARAGE DOORS SOUTH WEST	REPLACE LOCK SETS TO ROLLER GRILLS AND SERVICE ROLLER GRILLS AND REPAIR SERVERY DOOR AND REFIT CANOPY FLASHING AT GELORUP COMMUNITY CENTRE	1945.00
EFT22797	19/10/2016	HOSPITALITY HOUSE	ASSORTED CUTLERY FOR CHAMBERS AND STAFF KITCHEN	133.95
EFT22798	19/10/2016	HARVEY NORMAN AV/IT SUPERSTORE BUNBURY	TWO BELKIN KEYBOARDS TO SUITE IPAD AIR 2	679.80
EFT22799	19/10/2016	HANSON CONSTRUCTION MATERIALS PTY LTD	1 LOAD RIP RAP STONE FOR FRANCES RD	482.61
EFT22800	19/10/2016	MOORE STEPHENS (WA) PTY LTD	NUT AND BOLTS AND FINANCE ESSENTIALS WORKSHOP FOR TWO	3128.40
EFT22801	19/10/2016	LD TOTAL	REPLACE SEATS ON SWING AND REMOVE TREE AT SOUTH PARK, REPLACE MISSING TIMBER SLAT AT NAROONA POS, REMOVE TREES AND TIDY UP AFTER STORM DAMAGE IN MURTIN POS AND DALYELLUP BEACH	2904.39
EFT22802	19/10/2016	MPM DEVELOPMENT CONSULTANTS	PROVISION OF ENGINEERING SERVICES FOR THE RECTIFICATION OF THE EXPOSED AGGREGATE PATH FOR STAGE 1 AND 2 CAPEL CIVIC PRECINCT	1188.00
EFT22803	19/10/2016	NOVUS AUTO GLASS BUNBURY & BUSSELTON	REPLACE WINDSCREEN ON CP578 (PARKS TRUCK)	495.00

EFT22804	19/10/2016	NATIONAL MEASUREMENT INSTITUTE	TEST STORM WATER SAMPLES FROM WASTE TRANSFER STATION	679.14
EFT22805	19/10/2016	PIACENTINI & SON PTY LTD	168 TONNE OF LIMESTONE	2455.65
EFT22806	19/10/2016	FULTON HOGAN INDUSTRIES PTY LTD	ONE TONNE HOTMIX	200.00
EFT22807	19/10/2016	PICTON TYRE CENTRE PTY LTD	REPLACE VALVE AND TUBE ON ROLLER - CP4833	241.50
EFT22808	19/10/2016	RENT A FENCE PTY LTD	MONTHLY ONGOING RENTAL OF FENCING FOR PATH REMEDIAL WORKS	192.50
EFT22809	19/10/2016	CURTIS AND MEGAN READ	SPORTS PARTICIPATION SCHEME	600.00
EFT22810	19/10/2016	SPENCER SIGNS	SUPPLY ALL MATERIALS, LABOUR AND EQUIPMENT TO FABRICATE TWO PEDESTRIAN SIGNS	1527.85
EFT22811	19/10/2016	SOUTH WEST TREE SAFE	REMOVE DAMAGED REDGUM, REMOVE DEAD TREE ON ELGIN RD AND REMOVE DAMAGED TREES ON CNR MALLOKUP AND KING RDS AND BOYONA PL AND DIGGER PL, BOYANUP	2640.00
EFT22812	19/10/2016	CHRIS SCOTT	EX GRATIA PAYMENT TO VOLUNTEER CHIEF BUSHFIRE CONTROL OFFICER (POLICY 4.16)	2399.00
EFT22813	19/10/2016	SOUTH WEST ACADEMY OF SPORT	SWAS SPONSORSHIP 2016/17 DONATION COUNCIL OC0316	6600.00
EFT22814	19/10/2016	SUSAN STEVENSON	LUNCH FOR STAFF FOR RETIREMENT FAREWELL	101.80
EFT22815	19/10/2016	SOUTH WEST PRINT GROUP	500 HALLOWEEN CARDS FOR CHILDREN'S WEEK, SPECIAL RURAL AND PLANTATIONS BROCHURES, AND TOWNSITE RESIDENTIAL/COMMERCIAL/ INDUSTRIAL BUSHFIRE ORDERS	3124.00
EFT22816	19/10/2016	DEBORAH SAFFY	SPORTS PARTICIPATION SCHEME	300.00
EFT22817	19/10/2016	TYREPOWER BUSSELTON	4 X NEW TYRES 42CP	1100.00
EFT22818	19/10/2016	TROPHIES WEST	TWO PLEASE KEEP DOOR CLOSED SIGNS FOR SHIRE ADMIN BUILDING	61.60
EFT22819	19/10/2016	TRADE HIRE	HIRE FLEX DRIVE PUMP 6/10/16-11/10/16	248.80
EFT22820	19/10/2016	WYE ELECTRICAL PTY LTD	REPLACEMENT OF TWO FLUORO TUBES AND BATTERNS AT GELORUP COMM CENTRE AND REPAIR OF GAS STOVE AND RELOCATION OF POWER POINTS AT CAPEL COUNTRY CLUB.	967.34
EFT22821	CANCELLED			0.00
EFT22822	20/10/2016	DANICA-LEA LARCOMBE	ACCOMMODATION ALLOWANCE MISSED OFF PAYROLL (2 X WEEKS)	480.00

EFT22823	26/10/2016	AMITY SIGNS	CORFLUTE - 600X600 - 40 KM	1276.00
EFT22824	26/10/2016	AUSTRALIA POST	POSTAGE AND FREIGHT	4226.74
EFT22825	26/10/2016	BUNBURY PLUMBING SERVICES BPS	PUMP OUT GREASE TRAP AT BOYANUP MEMORIAL HALL	207.55
EFT22826	26/10/2016	BUNBURY NETBALL ASSOCIATION	KIDSPORT VOUCHERS X 11	1510.00
EFT22827	26/10/2016	BP AUSTRALIA	9300 LTRS DISTILLATE	10231.03
EFT22828	26/10/2016	CAPEL CLEANING	VACUUMING OF SHIRE OFFICES AND PLAYGROUP BUILDING WEEKLY	270.00
EFT22829	26/10/2016	CAPEL PANEL & PAINT	INSURANCE EXCESS 40CP CLAIM NO. 633528836	1000.00
EFT22830	26/10/2016	COMMUNICATIONS PLUS	SHORETEL PHONE SYSTEM MAINTENANCE (1 YEAR)	3162.50
EFT22831	26/10/2016	DALYELLUP BEACH CRICKET CLUB	KIDSPORT APPLICATION	55.00
EFT22832	26/10/2016	DELL AUSTRALIA PTY LTD	OPTIPLEX 7440 AIO XCTO (15)	1369.42
EFT22833	26/10/2016	ELGIN HALL COMMITTEE	REIMBURSEMENT FOR ELECTRICITY CONSUMPTION AT ELGIN HALL	124.31
EFT22834	26/10/2016	EASIFLEET MANAGEMENT	NOVATED LEASE	753.86
EFT22835	26/10/2016	GOLDEN WEST PLUMBING & DRAINAGE	REPAIR OF BASIN AND UNBLOCKING OF TOILET DALYELLUP LAKES TOILETS, REPAIR PUMP AT DALYELLUP SPORTS PAVILION, UNBLOCK TOILET AT DALYELLUP LAKES AND DALYELLUP LIFE SAVING CLUB AND REPAIR WATER SYSTEM AT DALYELLUP SPORTS PAVILION	1091.75
EFT22836	26/10/2016	FLEXI STAFF	EMPLOYEE HIRE	5496.79
EFT22837	26/10/2016	GRESLEY ABAS PTY LTD	EAST DALYELLUP SPORTS PAVILION, ARCHITECTURAL CONSULTANCY FEE	1845.80
EFT22838	26/10/2016	HARVEY FARM SERVICE	STEERING LOCK - CP4912 - TRACTOR AND VARIOUS PARTS FOR JOHN DEERE MOWERS	2762.41
EFT22839	26/10/2016	A INGRAM	BOOKSTOCK PURCHASES	653.96
EFT22840	26/10/2016	LGIS PROPERTY SCHEME	16/17 PROPERTY INSURANCE	39281.81
EFT22841	26/10/2016	MUIR'S MANJIMUP	SERVICE 45000KM- 45CP	395.48
EFT22842	26/10/2016	LGIS LIABILITY SCHEME	16/17 LIABILITY INSURANCE	20106.27
EFT22843	26/10/2016	LGIS WORKCARE SCHEME	16/17 WORKERS COMPENSATION 2ND INSTALMENT	88748.28
EFT22844	26/10/2016	MARAS CONSTRUCTIONS	DRY HIRE 8 TON DIGGER ON 12 AND 13 OCTOBER	880.00
EFT22845	26/10/2016	VODAFONE HUTCHISON AUSTRALIA PTY LTD	16/17 ANNUAL ORDER - VODAFONE MESSAGING FOR BFB	145.75
EFT22846	26/10/2016	PERTH MANAGEMENT SERVICES	16/17 RENT & OUTGOING - UNIT 5/135 NORTON PMDE	1552.77

EFT22847	26/10/2016	PROFESSIONAL CABLING	INSTALL AND TERMINATE 4 DATA/TELEPHONE OUTLETS IN THE NEW MEETING ROOMS CONNECTED TO THE EXISTING COMMUNICATIONS CABINET	3157.00
EFT22848	26/10/2016	PJ & EV PAGE	MONTHLY FLOOR POLISHING BOYANUP HALL 16/17	70.00
EFT22849	26/10/2016	PROTECTOR FIRE SERVICES	SUPPLY SPARE MCP ELEMENT AND TESTING TOOL, REPLACE EXTERNAL SIGNAGE TO CAPEL LIBRARY	137.50
EFT22850	26/10/2016	AUSTRALIA TAXATION OFFICE	PAYG WITHHOLDING 18/10/16-\$51815	52519.96
EFT22851	26/10/2016	REDS PRODUCTIONS PTY LTD	REFRESHMENTS FOR CHILDREN'S HALLOWEEN SAFETY EVENT 2016	660.00
EFT22852	26/10/2016	ROBERTS R & N	RATES REFUND	914.25
EFT22853	26/10/2016	SOUTH WEST TREE SAFE	REMOVAL AND PRUNING OF VARIOUS TREES IN SHIRE	12980.00
EFT22854	26/10/2016	SPRAYMOW SERVICES	SPRAY BROADLEAF WEEDS AT BOYANUP REC GROUND.	429.00
EFT22855	26/10/2016	TOWNS SOUTH HOCKEY CLUB	KIDSPORT APPLICATIONS	400.00
EFT22856	21/10/2016	CALTEX AUSTRALIA	SEPT FUEL CARD EXPENSE	2551.22
48240	05/10/2016	AQWEST	MURTIN PARK WATER CONSUMPTION	1064.16
48241	05/10/2016	KORDIA SOLUTIONS AUSTRALIA	REFUND OF APPLICATION FOR DEVELOPMENT APPROVAL	960.00
48242	05/10/2016	DALYELLUP BEACH PLAYGROUP	HALL BOND REFUND	150.00
48243	05/10/2016	DEPARTMENT OF PARKS & WILDLIFE	REFUND FOR LUDLOW HOUSES NOT RQUIRING RUBBISH SERVICE	680.25
48244	05/10/2016	BUNBURY REFORMED EVANGELICAL CHURCH	BOND REFUND	150.00
48245	05/10/2016	THE FLOWER HOUSE	BASKET OF FLOWERS	65.00
48246	05/10/2016	JMW COMPLIANCE	COMPLIANCE CONSULTANT: PREPARATION OF TEMPLATES AND WORKFLOWS FOR COMPLIANCE MATTERS RELATED TO FOUR YEARLY SWIMMING POOL INSPECTIONS INCLUDING INFRINGEMENTS	4725.15
48247	05/10/2016	SYNERGY	ELECTRICITY	8121.05
48248	05/10/2016	TELSTRA CORPORATION LTD	RENT & CALLS	2131.95
48249	12/10/2016	CITY OF BUNBURY	RADIOWEST ADVERTISNG 2016/17 MOSQUITO AWARENESS CAMPAIGN 40%	3520.00
48250	12/10/2016	EDEN BROMFIELD	REFUND FOR 2 X DOGS NOW STERILISED	155.00
48251	12/10/2016	SHIRE OF CAPEL	CAPEL LIBRARY PETTY CASH	119.10
48252	12/10/2016	DALYELLUP BEACH PTY LTD	RATES REFUND	366.95
48253	12/10/2016	COMMISSIONER OF POLICE	CORPORATE LICENCE RENEWAL	122.00

48254	12/10/2016	SYNERGY	ELECTRICITY	739.80
48255	12/10/2016	SOUTH WEST WORKING LIFE ASSOCIATION INC	MEMBERSHIP FEES FOR 2016/17 (FOR SOUTH WEST RAIL HERITAGE CENTRE)	200.00
48256	12/10/2016	WATER CORPORATION	WATER USAGE	579.72
48257	19/10/2016	COURIER AUSTRALIA INTERNATIONAL	FREIGHT FOR 3X LIBRARIES FOR 2016/2017	37.13
48258	19/10/2016	SHIRE OF CAPEL	PETTY CASH	378.70
48259	19/10/2016	ELDERS CONVEYANCING	RATES REFUND	369.65
48260	19/10/2016	NICOLE REILLY	REFUND FOR OVERPAY	220.00
48261	19/10/2016	SYNERGY	ELECTRICITY	30370.95
48262	19/10/2016	LISA TONKES	REFUND FOR DOG STERILISED	77.50
48263	19/10/2016	WATER CORPORATION	WATER USAGE	1059.84
48264	19/10/2016	WA REGIONAL NEWSPAPERS	FIGHT THE BITE CAMPAIGN	556.00
48265	26/10/2016	P MCMILLAN	RATES REFUND	226.35
48266	26/10/2016	SYNERGY	ELECTRICITY	2388.80
48267	26/10/2016	MR A SAVICKIS	RATES REFUND	445.48
48268	26/10/2016	TELSTRA CORPORATION LTD	MOBILE RENT AND CALLS	2381.15
48269	26/10/2016	V VAN DER SCHAAF	RATES REFUND	270.69
48270	26/10/2016	WATER CORPORATION	WATER USAGE	1256.11
703	05/10/2016	BUILDING & CONSTRUCTION IND TRAINING FUND	SEPT BCITF LEVY COLLECTED	3865.18
704	05/10/2016	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	SEPT BSL LEVY COLLECTED	5898.11
705	05/10/2016	BOYANUP DANCE SCHOOL	BOND REFUND	150.00
706	05/10/2016	SHIRE OF CAPEL	SEPT BSL COMMISSION COLLECTED	317.25
707	05/10/2016	R & N CONDELLO FAMILY TRUST	MAINTENANCE BOND REFUND GELORUP SUBDIVISION STAGE 2	8764.00
708	05/10/2016	SOUTH WEST LEARNING COMMUNITY ASSOCIATION INC	BOND REFUND	150.00
709	12/10/2016	KERRY GRIGG	HALL BOND REFUND	150.00
710	19/10/2016	THE GARDEN FACTORY	HALL BOND REFUND	500.00
711	19/10/2016	CHERYLEE DONOVAN	HALL BOND REFUND	150.00
712	19/10/2016	ISABELLA ROWNEY	HALL BOND REFUND	1000.00
713	19/10/2016	NICOLE REILLY	BOND REFUND	500.00
714	26/10/2016	MONTSE BARRERO	HALL BOND REFUND	500.00
715	26/10/2016	SHIRE OF CAPEL	2016 MELBOURNE CUP SWEEP	1196.00
716	26/10/2016	MAX RIKLI	HALL BOND REFUND	150.00
				688,179.27



04.10.2016	SHIRE OF CAPEL PAYROLL PAYMENTS	\$160,030.86
18.10.2016	SHIRE OF CAPEL PAYROLL PAYMENTS	\$170,689.08

**\$330,719.94**

05.10.2016	TRANSFER to MUNICIPAL ACCOUNT	\$395,000.00
27.10.2016	TRANSFER to MUNICIPAL ACCOUNT	\$200,000.00

**\$595,000.00**

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment, covering vouchers as detailed above which was submitted to each member of Council on 23 November 2016 have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

*P.F. Heedy.*

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CHIEF EXECUTIVE OFFICER

**VOTING REQUIREMENTS**

Simple majority

**OC1107 OFFICER’S RECOMMENDATIONS – 15.2/COUNCIL DECISION**

**Moved Cr Smith, Seconded Cr McCleery**

**That Council receives:**

- 1 The Schedule of Accounts covering vouchers 703-716, EFT22674 to EFT22856, CHQ48240 to CHQ48270 totalling \$688,179.27 during the month of October 2016;**
- 2 Payroll payments for the month of October 2016, totalling \$330,719.94; and**
- 3 Transfers to and from investments as listed.**

Carried 8/0

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**OC1108 (15.3) Financial Statements to 31 October 2016**

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Location: Capel  
Applicant: Shire of Capel  
File Reference:  
Disclosure of Interest: Nil  
Date: 11.10.16  
Author: Manager Finance, A Mattaboni  
Senior Officer: Executive Manager Corporate Services, S Stevenson  
Attachments: Financial Statements for October 2016

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**MATTER FOR CONSIDERATION**

Council to consider adopting the monthly financial statements for October 2016.

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

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

**Proposal**

The financial statements provided to Council satisfy the requirements.

**STATUTORY ENVIRONMENT**

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

**6.4 Financial Report**

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

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

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

**Financial Activity Statement Report**

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail:
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
  - (b) budget estimates to the end of month to which the statement relates;
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c);
  - (e) the net current assets at the end of the month to which the statement relates.

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

### **POLICY IMPLICATIONS**

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

### **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**

Strategic Community Plan 2013 to 2031

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

Strategic Outcomes:

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

### **CONSULTATION**

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

### **COMMENT**

At 31 October 2016, Council’s net current assets position was a surplus of \$10,860,329. The forecast year end net current asset position is a surplus of \$4,442. The forecast will change with the finalisation and audit of the 2015/16 financial reports. The estimated net current

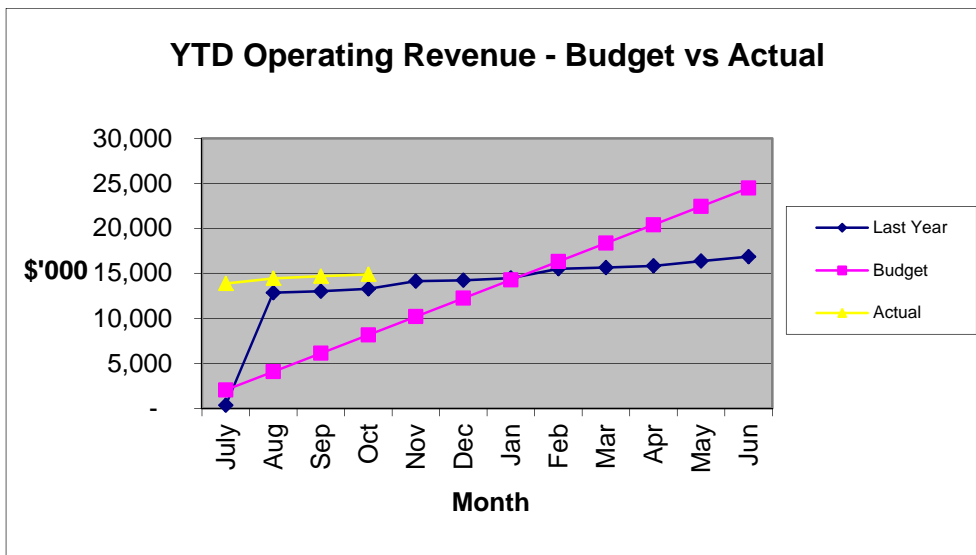
asset position at the 2015/16 year end is \$527,141. The 2016 Year end actual amounts have been updated.

Compared to the annual budget approximately 86% of Operating Revenue has been invoiced and 26% of the Operating Expenditure budget has been spent. As shown at Note 18, rates have been assessed for the 2016/17 financial year. The monthly budget of income and expenditure has been adjusted to reflect the expected timing of actual income and expenditure throughout the financial year.

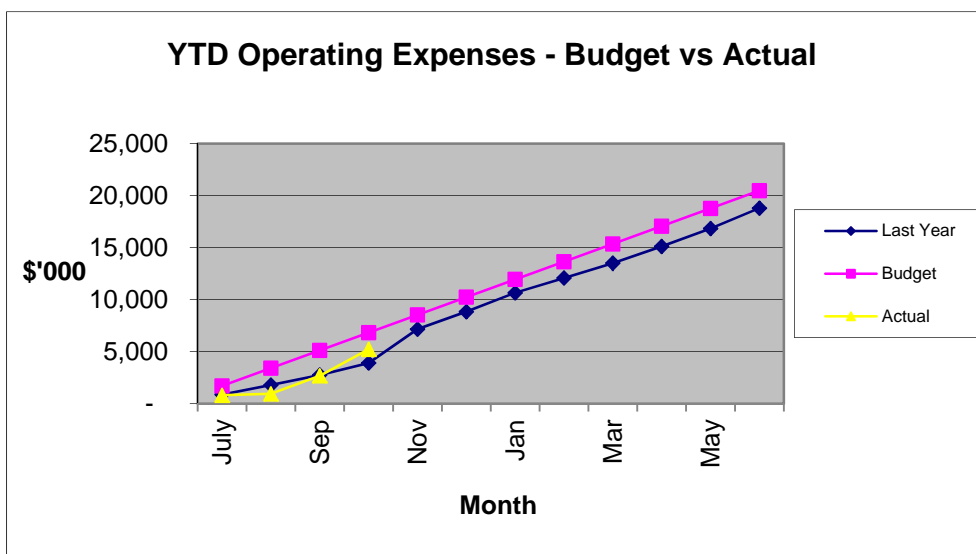
A comparison of employee costs shows that 29% of the annual budget has been spent. Leave liability expenses have yet to be calculated.

Fixed asset depreciation has been calculated for the months of July to October 2016 using the updated fair value of all assets as at 30 June 2016.

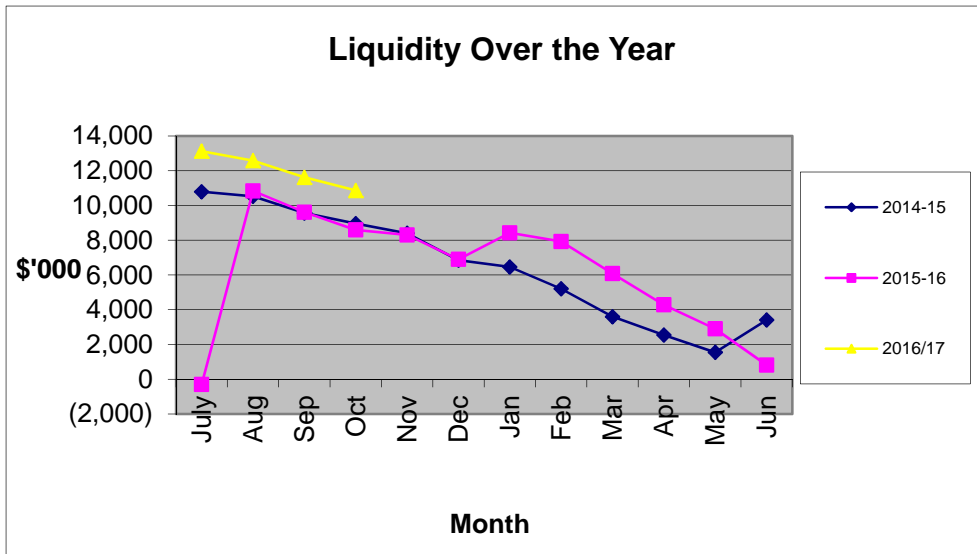
The following graphs compare actual Operating Revenue and Operating Expenditure against the approved budget on a year to date basis. Last year's actual is also included for comparative purposes.



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

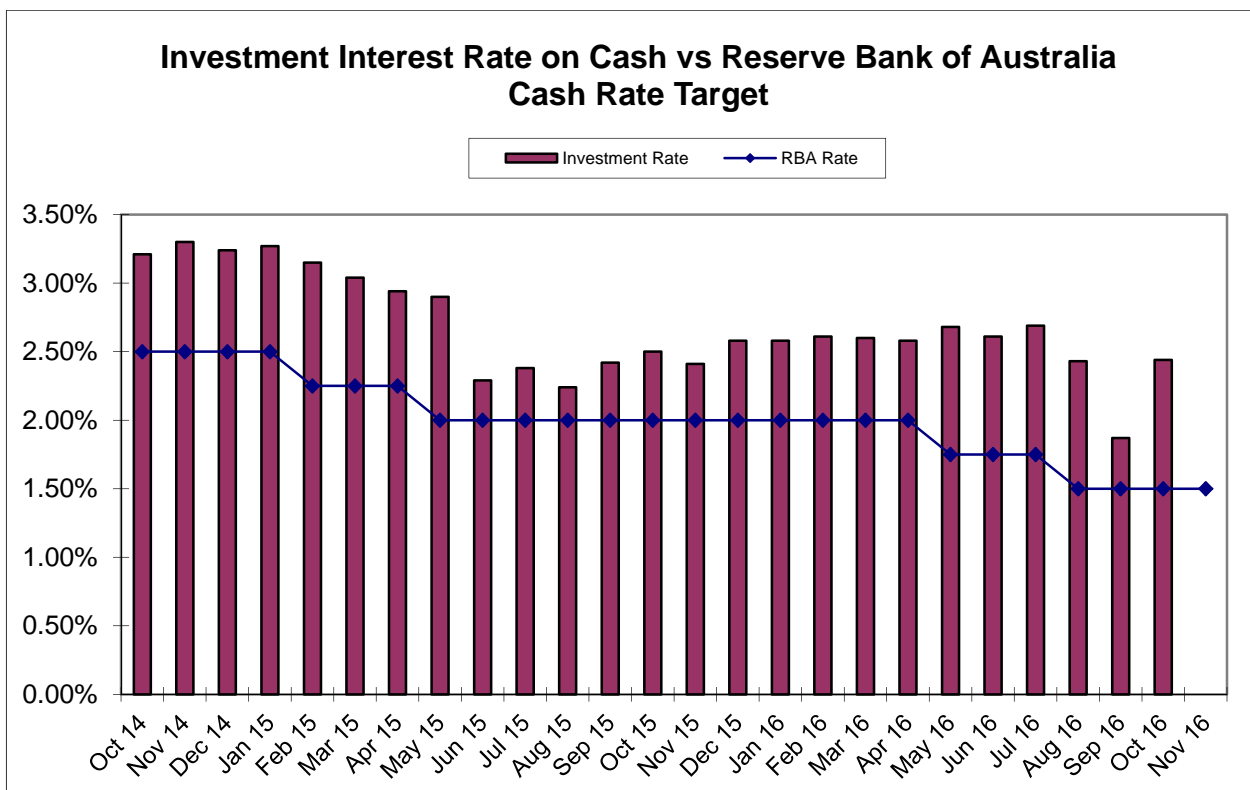


The liquidity graph compares the current year’s net current assets position against that of the two previous years.



Council’s municipal cash and investments position has decreased by \$282,338 compared to September 2016. The Municipal cash position is an amount of \$17,251,454 of which \$10,324,916 is restricted for specific purposes as shown at Note 3. Cash revenue came from Rates receipts. Major cash expenses were for payroll and insurance premium payments.

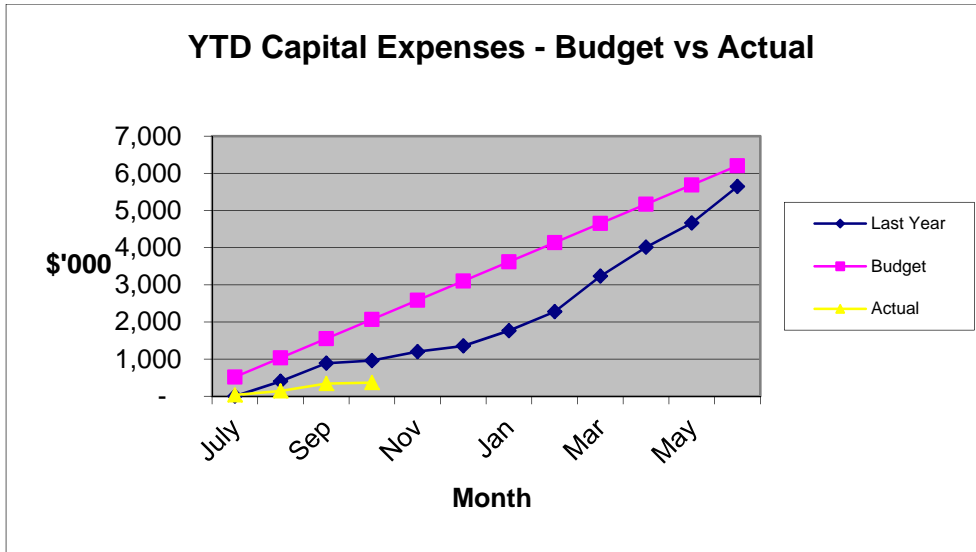
Total interest earned year to date is \$107,939 which is below the year to date budget of \$149,448. This will even itself out as the year goes by and accruals are absorbed by receipts. The average investment rate of return has increased from 2.35% to 2.44% which exceeds the Reserve Bank’s cash reference rate of 1.50%. The Reserve Bank Board on 2 November 2016 made no change to their target cash rate of 1.50%. The Shire has term deposits maturing from November 2016 to April 2017, investment terms ranging from 63 days to 210 days and interest rates from 2.40% to 3.00%.



Capital works expenditure of \$26,710 was incurred during the month on:

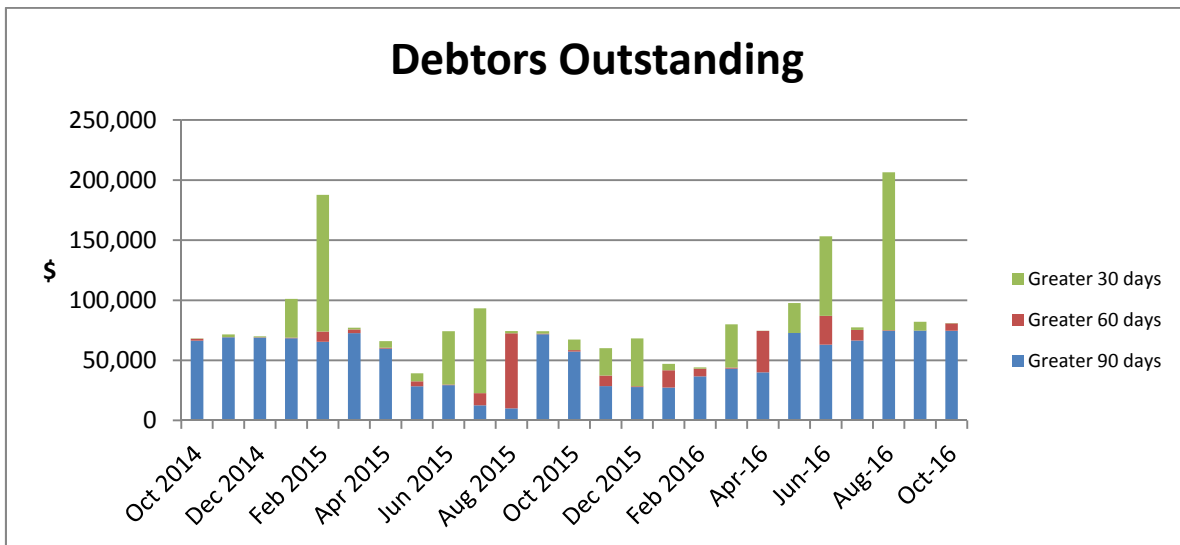
- \$9,165 Road Reconstruction,
- \$2,620 Capel Civic Precinct Stage 2,
- \$2,028 Tuart Forest Oval Facilities,
- \$251 Aged Funding Community Plan,
- \$8,800 PGB management plan and
- \$3,846 IT Replacement Program.

The following graph compares actual capital expenditure against budget on a year to date basis. Last year’s actual is included for comparative purposes. Non cash infrastructure has not been included in the graph.

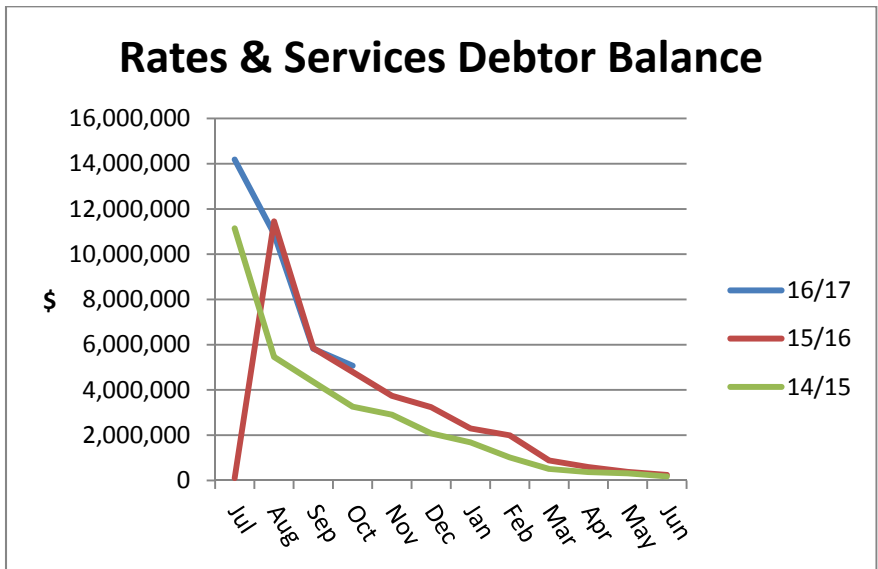


Council’s financial ratios are disclosed in Note 14.

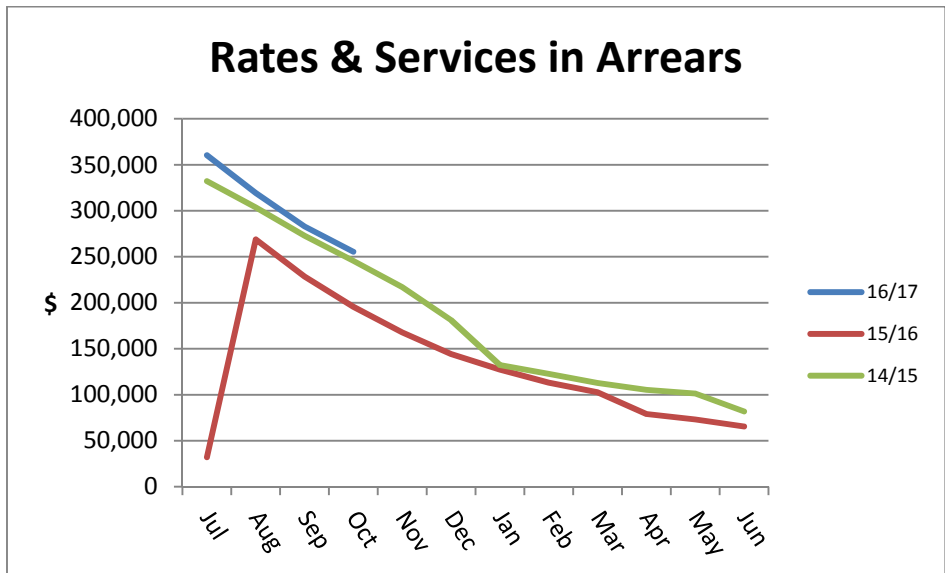
The following graph illustrates Council’s current level of general Debt recovery for 31-60 days, 61-90 days and greater than 90 days.



The following illustrates Council’s current level of Rate Debtors recovery and compares this with previous years. The amount includes both current and in arrears rates & services debtor balance. The Rates Debtor balance continues to fall in line with previous years.



The following graph shows the level of rates and services in arrears for the last three years. Rates and Services in Arrears at the start of each financial year as a percentage of the Rates and Services Debtor Balance has been: 2016/17 2.54%, 2015/16 2.35% and 2014/15 2.98%.



A review of the Statement of Financial Position and the attendant notes indicates there are no adverse trends evident in the year to date financial statements as at 31 October 2016.

**VOTING REQUIREMENTS**

Simple majority

**OC1108 OFFICER’S RECOMMENDATION – 15.3/COUNCIL DECISION**

**Moved Cr J Scott, Seconded Cr Bell**

**That Council adopts the financial statements for the period ending 31 October 2016 as attached.**

Carried 8/0

## COMMUNITY SERVICES REPORTS

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### OC1109 (16.1) Minor Community Grants Scheme Applications

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Location: Whole of Shire  
Applicant: Shire of Capel  
File Reference: GF.GP.13  
Disclosure of Interest: Nil  
Date: 08.11.16  
Author: Community Development Officer, D Sims  
Senior Officer: Executive Manager Community Services, M Plume  
Attachments: Nil

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### **MATTER FOR CONSIDERATION**

Consideration of funding projects under the Shire Minor Community Grants Scheme and that a second round of funding be promoted.

### **PROPOSAL / BACKGROUND**

#### **Background**

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

The Shire Community Grants Scheme 2016/17 was promoted to local community groups and sporting clubs through the Shire's online news, website and email database of community groups. Applications closed on 28 October 2016 with four applications for minor grants from across the Shire being received. Each application has been reviewed and recommendations for funding are outlined for Council's approval.

#### **Proposal**

Council to consider approving four applications under the Minor Community Grants Scheme and that a second round of funding be promoted.

### **STATUTORY ENVIRONMENT**

There is no relevant legislation applicable to this matter.

### **POLICY IMPLICATIONS**

Council Policy 8.3 Minor Community Grants Scheme

### **FINANCIAL IMPLICATIONS**

#### **Budget**

The 2016/17 budget has allocated a budget of \$28,130 for minor community grants.

Requests for the Minor Community Grants Scheme totalled \$4,244.09. The amount recommended for funding is \$4,244.09. This is \$23,885.91 less than the approved budget. However it is suggested that a Round 2 be promoted in February 2017.



**Long Term**

The minor community grants are required to be acquitted by end of June 2017, therefore there are no long term financial implications.

**Whole of Life**

Infrastructure and equipment purchased as a result of receipt of a minor community grant becomes the responsibility of the applicant to maintain, repair or replace. Therefore there are no whole of life costs to Council associated with the Grants Scheme.

**SUSTAINABILITY IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Shire of Capel Strategic Community Plan 2013 – 2031

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

Shire of Capel Corporate Business Plan 2013 – 2017

Strategic Outcomes:

2.2 “Encourage community engagement and participation”

2.2B “Develop links with and support community volunteers”.

**CONSULTATION**

The Minor Community Grants scheme was advertised in September and October 2016 in the Shire’s online news, Facebook pages and email database of community groups.

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

**COMMENT**

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

It is unusual to only receive four applications for this Scheme, and it is therefore suggested that another round of funding be announced in February 2016.

**Minor Community Grants Scheme**

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

The total amount of funding requested from the applications received is \$4,244.09. As indicated in the table below it is recommended that four projects be funded at a total cost of \$4,244.09.

<b>No.</b>	<b>Applicant</b>	<b>Project Title</b>	<b>Total Project Cost</b>	<b>Requested Amount</b>	<b>Description</b>
1	Boyanup Foundation	Signage Project	\$3,789.50	\$797.50	The creation of a "Site Closed" sign to deter visitors accessing the site on days when it is not operational, signs to clarify parking areas for visitors and signs to identify businesses and attractions participating in the Boyanup Sunday promotion.
2	Gelorup Management Committee	Replacement of Trestle Tables at Gelorup Community Centre	\$1,972.50	\$986.25	20 year old trestle tables need replacing to prevent safety issues arising for hall hirers.
3	Bunbury Horse & Pony Club	Safety of Volunteers & Members	\$4,081.00	\$1,360.34	Upgrade the old, antiquated and dangerous electricity system at our club rooms. The current system has become unsafe and continuous power outages are causing difficulties for our volunteers and members.
4	Capel CWA	"Shout: Vintage Festival" Caravan	\$3,300.00	\$1,100.00	To purchase a caravan that will be utilised to promote the Capel CWA's Vintage Festival, which is taking place on 7 October, 2017. The caravan will be placed at events in Capel and surrounds five months prior to the Vintage Festival. The caravan will also be utilised to store and transport craft items.
				<b>TOTAL</b> \$4,244.09	

Comment on each application:

### **Boyanup Foundation – Signage Project**

- Amount requested \$797.50
- Previously funded in 2015/16 for \$1505 and 2013/14 for \$935.
- Have received confirmation of funding from Friends of the South West for \$2,992.
- Will allow the Boyanup Foundation to produce a 'Site Closed' sign to deter visitors accessing the site on days when it is not operational; and signs to clarify parking areas for visitors and signs to identify businesses and attractions participating in the Boyanup Sunday promotion.
- Will enable visitors to be able to park with confidence in designated parking areas, ensuring safety.

**Approved subject to the applicant meeting the following conditions:  
No conditions apply.**

### **Gelorup Management Committee – Replacement of Trestle Tables at Gelorup Community Centre**

- Amount requested \$986.25
- Previously funded in 2015/16 for \$2,276; in 2012/13 for \$3,000 and 2011/12 for \$1,000.
- Have not applied for other funding.
- Replacement of 20 year old trestle tables in order to prevent safety issues arising.
- Ensure the safety of hall hirers and prevent insurance issues.

**Approved subject to meeting the following conditions:  
No conditions apply.**

### **Bunbury Horse & Pony Club – Safety of Members and Volunteers**

- Amount requested \$1,360.34.
- Previously funded in 2015/16 for \$2,276; 2013/14 for \$3,285 and 2011/12 for \$3,278.68.
- Upgrade the old, antiquated and dangerous electricity system at club rooms. The current system has become unsafe and continuous power outages are causing difficulties for their volunteers and members.
- The benefits include the safety of members and saving costs.
- Have not applied for other funding.

**Approved subject to meeting the following conditions:  
No conditions apply.**

### **Capel CWA – “Shout: Vintage Festival” Caravan**

- Amount requested \$1,100.00.
- Not funded in previous years.
- To purchase a caravan that will be utilised to promote the Capel CWA's Vintage Festival, which is taking place on 7 October 2017. The caravan will be placed at events in Capel and surrounds five months prior to the Vintage Festival. The caravan will also be utilised to store and transport craft items.
- Benefits include promotional benefits and the capacity to store and transport craft items.
- Have also applied for funding to Bunbury Retravisation.
- Have not provided an acceptable quote.

**Approved subject to meeting the following conditions:**

- **Confirmation of funding from Bunbury Retravisation or another funding body.**
- **Provide an acceptable quote.**

**VOTING REQUIREMENTS**

Simple majority

**OC1110 OFFICER'S RECOMMENDATIONS – 16.1/COUNCIL DECISION**

Moved Cr J Scott, Seconded Cr Hearne

**That Council**

1. Approves Funding from Account 123420 (Community Grants Scheme) for Minor Community Grant applications 1-4 (as detailed in Table 1), and totalling \$4,244.09 to the community groups listed for their projects as submitted, subject to the community groups meeting the conditions outlined in the report.
2. Approves a second round of funding to be promoted.

Carried 8/0

**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 5.10pm.

These minutes were confirmed at an Ordinary Council meeting on 21 December 2016.

Signed

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

Date