



Ordinary Council Meeting Agenda

Notice of Council Meeting

The next Ordinary Council Meeting of the Shire of Capel will be held on Wednesday 28 February 2024 in the Council Chambers, Forrest Road, Capel commencing at 6:00 pm.

The meeting will also be broadcast through the Shire's YouTube platform.



Gordon MacMile
Chief Executive Officer
19 February 2024

Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Our Vision

A lifestyle of choice; connecting community, culture and country.

Our Values



H Honesty

We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



E Empathy

We are kind and show understanding of peoples circumstances, perspectives and differences.



A Accountability

We are transparent in all that we do, and stay true to our word by taking responsibility for our actions.



R Respect

We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



T Teamwork

We are cooperative, collaborative and united while working towards common goals of our Shire.



GENERAL INFORMATION ON COUNCIL MEETINGS

COUNCIL MEETINGS

All Ordinary Council meetings are held in the Council Chambers at 6.00pm on the last Wednesday of the month (except for January and December when it is held on the third Wednesday).

TAKING ACTION ON COUNCIL DISCUSSIONS / DECISIONS

No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of Council being received.

AGENDAS

The agenda for the upcoming Council meeting is available in PDF format on the Council's website www.capel.wa.gov.au from the Friday prior to the Council meeting. A hard copy of the agenda can be obtained from the front counter of the Shire Administration building.

MINUTES

Minutes of the latest Council meeting will be made available on the website within ten days of the meeting being held. Hard copy versions of Council Minutes are also available at the front counter at the Shire Administration building and for perusal online in the Shire's Public Libraries.

MEETING GUIDELINES

All speakers should be clear and to the point, and speak through the Presiding Member at all times. Members of the public are not permitted to enter into debate with elected members or staff. Any correspondence received after the agenda is finalised will not be reflected in the staff report and will not be distributed to elected members by administration.

To minimise disruption during meetings, please ensure your mobile phone is turned off before entering the Chambers. You may enter and leave the Chamber at any point during the meeting.

MOBILE PHONES AND SMART DEVICES

Video recording of a Council meeting is not permitted. All mobile phones must be on silent mode during the meeting.



QUESTIONS, PRESENTATIONS, PETITIONS AND DEPUTATIONS

ASKING A QUESTION AT A COUNCIL MEETING

If you want to ask a question, here is what to do:

1. You may ask up to two (2) questions with a total time limit of two (2) minutes per speaker. Additional questions will be permitted if time allows at the discretion of the Presiding Member.
2. Please state your name, address and the agenda item number you are referring to, and then ask your question.
3. Please submit your question in writing to the Chief Executive Officer by 12.00noon on the day before the meeting. This allows for an informed response to be given at the meeting.
4. Questions that have not been submitted in writing by 12.00noon on the day before the meeting will be responded to if they are straightforward. Otherwise they will be taken on notice and will be answered in writing after the Council meeting.
5. A question may relate to any subject that is within the Council's jurisdiction but should be a matter of general community interest. Please give staff the opportunity to try to answer your questions before a Council meeting.
6. Where a question raises a significant issue about an agenda item that might not have been addressed in the staff report or prior discussions with elected members and cannot be adequately responded to, Council will need to consider whether the item should be held over or referred back for further consideration, taking into account statutory deadlines and other implications of deferring the item.
7. A person who has asked a question will not be permitted to make a presentation on the same topic at the same meeting – this is unfair to the other members of the public who wish to communicate with Council.

Questions on any matter that is on the Council agenda are required to be asked prior to the matter/s being discussed by the Council in the first 'Public Question Time' session of Council meeting. Questions on Council agenda items that have been dealt with at the same Council meeting will not be permitted during the second 'Public Question Time' session. [LG (Administration) Regulations 1996, regulation 7(2)].

If you wish to ask a question of Council, please complete the attached form (page 4).

PRESENTATIONS

1. Any member of the public may during the Presentations segment of the ordinary meeting, with the consent of the Presiding Member, speak on any matter on the agenda paper provided that –
 - (a) the person has requested the right to do so in writing addressed to the CEO by noon on the day of the meeting;
 - (b) the person's speaking right is to be exercised before Council debates the particular agenda paper item;
 - (c) the person speaking will be limited to a maximum of five (5) minutes; and
 - (d) persons addressing Council on an agenda item are not entitled to table documents as part of the meeting proceedings.



2. Any member of the public making a presentation shall not also be afforded a deputation during that meeting or an adjourned meeting on the same matter.

PETITIONS

1. A petition received by a member or the CEO is to be presented to the next Ordinary Council meeting.
2. A petition to the Council is –
 - (a) as far as practicable to be prepared in the form prescribed in the Schedule (*of the Shire of Capel Standing Orders Local Law*);
 - (b) to be addressed to the Council and forwarded to a member or the CEO;
 - (c) to state the name and address of the person to whom correspondence in respect of the petition may be served; and
 - (d) to be respectful and temperate in its language.
3. The presentation of a petition is to be confined to the reading of the petition.
4. The only motions in respect of a petition that are in order are that –
 - (a) the petition be received;
 - (b) a report on the petition be prepared; or
 - (c) that the petition be acknowledged and be dealt with by the Council in conjunction with a similar item on the same agenda paper.

Where a petition does not relate to or conform to the above it may be treated as an 'informal' petition and the CEO may at their discretion forward the petition to Council accompanied by an officer report.

DEPUTATIONS

- (1) A person or person wishing to be received as a deputation by the Council or a Committee is to apply, in writing, to the CEO, not less than seven (7) working days prior to the meeting at which the deputation wishes to be received, setting out in concise terms the matter to be raised. The CEO is to forward the written request to the President, or the presiding member as the case may be.
- (2) The President, if the request is to attend a Council meeting, or the Presiding Member of the Committee, if the request is to attend a meeting of a Committee, may either approve the request, in which event the CEO is to invite the deputation to attend a meeting of the Council or Committee as the case may be, or may instruct the CEO to refer the request to the Council or Committee to decide by simple majority whether or not to receive the deputation.
- (3) A deputation invited to attend a Council or Committee meeting is not to exceed three persons, only two of which are at liberty to address the Council, for a maximum of five (5) minutes each or a collective maximum of ten (10) minutes, except in reply to questions from Councillors, and the matter shall not be further considered by the Council, until all other business of the meeting has been finalised.

Any matter which is the subject of a deputation to the Council or a Committee is not to be decided by the Council or that Committee until the deputation has completed its presentation.



COUNCIL MEETING PUBLIC QUESTION FORM

This form should be submitted by 12.00noon on the day **before** the Council meeting if a detailed answer is expected. Please either:

- Email it to info@capel.wa.gov.au or
- Hand deliver it to the Chief Executive Officer at the Shire Administration building, Forrest Road, Capel

Questions received after that time may be taken on notice and answered in writing after the meeting.

Name:		Phone:	
Address:			

Question 1:

Question 2:

Signature:		Date:	
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1. Declaration of Opening/Announcement of Visitors

Acknowledgement of Country

'We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.'

2. Record of Attendance/Apologies/Leave of Absence (Previously Approved)

3. Response to Previous Public Questions Taken on Notice

4. Public Question Time

5. Application for Leave of Absence

6. Declarations of Interest

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

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

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

A person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

An **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the **impartiality** of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.



7. Notice of Items to be Discussed Behind Closed Doors

Nil

8. Confirmation of Minutes

8.1. Ordinary Meeting of Council - 31 January 2024

Voting Requirements

Simple Majority

Officer's Recommendation – 8.1.

That the Minutes of the Ordinary Meeting of Council - 31 January 2024 be confirmed as a true and correct record.

9. Announcements by Person Presiding Without Discussion

Please see attached the *Shire President Activity Report* for the December-February period.

On January 26th, we held our Australia Day Citizenship Ceremony and Community Awards. It was a pleasure to welcome 24 new citizens to the District, with conferees coming from 10 countries from all over the globe.

We had strong nominations for all community award categories with ten nominations for our Young Citizen category, two nominations for our Community Citizen category, four nominations for our Senior Community Citizen category, and five nominations for our Community Group of the year.

The Shire of Capel appreciates all work volunteers undertake to make this place the vibrant and diverse place it is. Together, we make this District the *Lifestyle of Choice*. Well done to all involved.



AGENDA - Ordinary Council Meeting - 28 February 2024

Event:	15/12/2023 – Gelorup Bushfire Brigade Facility Official Opening
Report:	
Event:	15/12/2023 – Meeting with Minister Dawson MLC
Report:	Updating the Minister on matters in the Shire of Capel
Event:	20/12/2023 – Meeting with Water Corp
Report:	Meeting to discuss essential infrastructure constraints in the District
Event:	21/12/2023 – Meeting with WALGA
Report:	Discussion with WALGA CEO and President
Event:	03/01/2024 – Meeting with Steve Thomas MLC
Report:	Updating Steve on matters in the Shire of Capel
Event:	17/01/2024 – Meeting with Minister Carey MLA
Report:	Discussion with Minister on essential infrastructure constraints
Event:	17/01/2024 – Meeting with Minister McGurk MLA
Report:	Discussion with Minister on essential infrastructure constraints
Event:	18/01/2024 – Meeting with Minister Jarvis MLA
Report:	Discussion with the Minister on the Boyanup Saleyards and future Agribusiness Precinct
Event:	23/01/2024 – Bunbury Geographe Economic Alliance
Report:	Meeting with BGEA, Mayor/Presidents of Bunbury, Harvey and Dardanup to discuss regional matters and opportunities
Event:	23/01/2024 – Meeting with DFES
Report:	Discussion on capacity
Event:	24/01/2024 – Meeting with SWGA and DWER
Report:	Meeting with the Gateway Alliance and Department of Water to discuss bore issues in Gelorup
Event:	26/01/2024 – Australia Day Citizenship Ceremony and Community Awards
Report:	
Event:	30/01/2024 – Meeting with Nola Marino MP
Report:	Discussion on matters in the Shire of Capel
Event:	15/01/2024 – Bunbury Geographe Economic Alliance
Report:	Board meeting

Date	Briefing
20/12/2023	CHRMAP Briefing
17/01/2024	BORR update
	FieldForce4 update
	Place Plan Briefing
24/01/2024	Enterprise Resource Planning Tool Briefing
	Major Projects & Program of Works Update
	Iluka Presentation and Update
14/01/2024	Mid-Year Budget Review Workshop



10. Petitions/Deputations/Presentations

Nil

11. Motions of Which Previous Notice has Been Given

Nil

12. Questions of Which Previous Notice has Been Given

Nil



13. Chief Executive Officer Reports

13.1. Chief Executive Officer's - Mid Year Performance Review 2023 to 2024

Author	CEO, Gordon MacMile
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Executive/Strategic Legislative Review
Attachments	<ol style="list-style-type: none">Attachment 13.2.1 CEO Performance and Remuneration Review Policy - Updated and Endorsed August 2023 [13.1.1 - 20 pages]Attachment 13.2.2 - CEO Performance Agreement 2023 24 Capel FINAL - Council Adopted (Sept 2023) - M [13.1.2 - 5 pages]CONFIDENTIAL REDACTED - Scope of Work and Quote - (Independent Consultant) - CEO Performance Review Shire of Capel 2022-23 [13.1.3 - 14 pages]CEO Perform and Rem Panel Meeting #1 - 31 January 2024 - Minutes FINAL [13.1.4 - 10 pages]
Confidential Status	<i>This item is not a confidential matter.</i>
Disclosure of Interest	The author (Manager Organisational Development) and Authorising Officer (Chief Executive Officer - CEO) have an Interest under s5.70, in that the Report refers to the CEO Performance Review Process and involves an indirect reporting relationship within the Shire's organisational structure.

Proposal

Complete the Mid-Year Review of progress against the Chief Executive Officer's Performance Agreement 2023 to 2024.

Officer's Recommendation

That Council notes the recommendations from the CEO Performance and Remuneration Panel meeting and:

- Endorses the 2023/24 Mid-Year review of the Chief Executive Officer's progress against the 2023/24 Performance Agreement as per Attachment 13.1.2
- Supports the scope of work (as per Confidential Attachment 13.1.3) for the engagement of an Independent Consultant to facilitate the Chief Executive Officer's Annual Review in September 2024.
- Notes the seeking of a potential independent consultant on a 3 year contract with an option of an annual renewal.
- Notes the planned attendance of Panel members at CEO Performance Review training before the Annual Review process in September 2024.



5. Endorses the amendment of the CEO Performance Agreement FY 2023/24 as follows:

KPI 3.2 Develop a reporting system in line with the Customer Service Charter – SMART Outcome

- *Report on new reporting system by the February 2024 OCM*
- *Report quarterly to Council, with the goal that:*
 - *98% of enquiries responded to within 10 business days.*
 - *90% of enquiries resolved or commenced resolution within 10 business days.*

Background

The CEO commenced employment with the Shire of Capel on the 16 August 2021. The Council and the CEO negotiated, determined and signed Shire of Capel CEO Employment Contract (c3.3 Performance Review) in accordance with the CEO Model Standards including:

- a) any additional performance criteria; and
- b) the process by which the CEO performance will be reviewed.

Extract from CEO Performance and Salary Review – Policy Statement

“The Council of the Shire of Capel will review the performance and remuneration of the Chief Executive Officer (CEO) if the CEO is employed for a period of more than 1 year in accordance with section 5.38 of the Local Government Act 1995 (the Act). The Council is recommended to engage in regular discussions (twice annually, every six months) with the CEO regarding their performance against the performance criteria, including progress and the ways that the CEO can be supported”.

The Policy (see Attachment 13.1.1) is a contemporary approach that provides a formal, consistent and established process for reviewing performance that transcends CEOs and Council. The Policy and Review process is undertaken by a five-member Review Panel, undertaking an objective, fair and impartial process with the assistance of an external facilitator. The Panel leads the Review process and reports to the Council.

The CEO Performance and Remuneration Panel met on 31 January 2024 (Minutes - Attachment 13.1.4) and (CEO/2024/002):

1. Considered and noted the 2023/24 Mid-Year progress report as per Attachment 3.2.2; and
2. Requested the Chief Executive Officer provides a report to the February 2024 Ordinary Council Meeting, detailing progress of achievements and progress against the CEO Performance Agreement 2023 to 2024.

The Panel further:

- a. Reviewed and amended, if necessary, the scope of work, if necessary, for the 2023/24 Annual CEO Performance and Remuneration Review.
- b. Endorsed the scope of work, assessment criteria specifics, process and timelines of the Annual 2023/24 CEO Performance and Remuneration Review (Confidential Attachment 13.1.3).
- c. Supported the seeking of a potential independent consultant on a 3 year contract with an option of an annual renewal.



AGENDA - Ordinary Council Meeting - 28 February 2024

- d. Endorsed 2023/24 CEO Performance and Remuneration Review panel member/s to attend CEO Performance Training:
- Cr John Fergusson and Cr Christine Terrantroy – March 2024
 - Cr Peter McCleery and Cr Sebastian Schiano – July 2024

Previous Council Decisions

- November 2021 - The Ordinary Council Meeting on 24 November 2021, endorsed the:
 - CEO Performance Agreement (OC248/2021).
 - Shire of Capel – CEO Performance and Remuneration Review Policy (OC249/2021); and
 - CEO Performance and Remuneration Review Panel (OC252/2021).

February 2022 – The Ordinary Council Meeting of 24 February 2022 endorsed (OC036/2022) the -

1. HR Consultant's report in Attachment 1 as the review undertaken through the CEO Performance Review Panel; and
 2. Endorses the recommendations contained in the Probationary Review of the Chief Executive Officer.
- August 2022 – The Ordinary Council Meeting of 31 August 2022 endorsed (OC/2022/153) the Shire of Capel Corporate Business Plan 2022 to 2026 – Service Area Action Plan.
 - September 2022 – Council endorsed (OC/2022/188)
 1. the CEO Performance Review Panel's recommendation in CONFIDENTIAL Attachment 20.1.2 as the review of the Shire of Capel's Chief Executive Officer's 2022/23 Performance.
 2. Endorses the Chief Executive Officer's 2022/23 Key Performance Indicators as detailed in Attachment 20.1.1 – CEO Performance Agreement 2022/23; and
 3. Approves that the CEO Performance Agreement 2022/23 as detailed in Attachment 20.1.1 be signed and executed by the Shire President and the CEO.
 - April 2023 Council noted (OC/2023/64) the Chief Executive Officer's Mid-Year Performance Agreement 2022 to 2023 Review as outlined in Attachment 13.1.2, including the amended timelines to a small number of KPIs as detailed
 - November 2023 Council appointed (OC/2023/202) five (5) representative Councillors to the Chief Executive Officer Performance and Remuneration Review Panel for a period ending on the ordinary election day in October 2025, being:
 - Shire President, Cr Douglas Kitchen (Chair)
 - Cr Peter McCleery
 - Cr John Fergusson
 - Cr Sebastian Schiano
 - Cr Christine Terrantroy



Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance and decision-making

4.1 Effective and compliant governance

4.2 Informed and transparent decision making

4.4 Increased attraction and retention of high quality staff to deliver optimal services to the community

Direction 6 - Effective communication, engagement and relationship development

6.1 Greater trust and the development of positive relationships within the Shire and with the community

6.2 Improved cross sector relationships and collaboration

Corporate Business Plan 2023-2027

CEO 6 - **Organisational Outcomes** - Develop a holistic organisational improvement plan through a best practice (efficiency and effectiveness) framework that enhances service results, values, innovation, efficiency and sustainability through implementation of service reviews.

CEO 10 - **Organisational Structure** - Continue to implement an organisational structure and resource allocation via the Workforce Plan and Annual Budget that achieves organisational outcomes in the Strategic Community Plan, Corporate Business Plan and relevant informing (LTFP, asset).

Statutory Framework

Local Government Act 1995, section 5.41

5.41. Functions of CEO

The CEO's functions are to –

- a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- b) ensure that advice and information is available to the council so that informed decisions can be made; and
- c) cause council decisions to be implemented; and
- d) manage the day-to-day operations of the local government; and
- e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- f) speak on behalf of the local government if the mayor or president agrees; and
- g) be responsible for the employment, management supervision, direction, and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Local Government Act 1995, Division 4 – Local Government Employees

5.39. Contracts for CEO and senior employees



- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.
- (7) A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.
- (8) A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO.

Schedule 2 – Model Standards for CEO Recruitment, Performance and Termination

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on –
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

The local government and the CEO must agree on –

- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

Clause 17. Carrying out a performance review

A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

- (1) The local government must –
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

Clause 18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the Council, endorse the review.

Clause 19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of –

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO – how the local government proposes to address and manage those issues.



Policy Framework

The following Shire Policies apply:

- CEO Performance and Salary Review (see Attachment 13.1.1)

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Legislative Compliance Rating: Medium	Possible	Moderate	Effectively following the CEO Performance Review Policy adopted by Council.
Risk Description: If the CEO Performance Review process is not in accordance with Schedule 2 – Model Standards for CEO Recruitment, Performance and Termination, the Shire may risk breaching the Act and the CEO Employment Contract			

Risk	Likelihood	Consequence	Mitigation
Risk 2 Reputation Rating: Medium	Possible	Moderate	Effectively following the CEO Performance Review Policy adopted by Council.
Risk Description: Damage to the reputation of the Shire within the local government sector and community through the poor handling of employment and performance matters.			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

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

Sustainability Implications

Climate Change and Environmental

There are no relevant climate change and environmental implications relevant to this item.

Social

There are no relevant social implications relevant to this item.



Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

There was no external consultation undertaken.

Internal Consultation

Consultation occurred internally between the Executive Management Team regarding the status update of progress against the CEO Performance Agreement 2023 to 2024.

Officers Comment

CEO Key Performance Criteria / Indicators and Agreement

Schedule 1 of the CEO Employment Contract details the Position Description and contains six (6) duties and responsibility areas, with detailed descriptions and performance criteria for each. These duties and responsibility areas are:

1. Leadership and Planning.
2. Financial, Operational and Service Management.
3. Community Development and Stakeholder Relations.
4. Workforce Capability.
5. Risk and Compliance.
6. Governance and Report to Council.

Additionally, s3.3(b)(i) of the CEO's Employment Contract allows for the negotiation of any additional performance criteria which, in discussions with the Council, are intentionally detailed in the CEO section of the Shire's Corporate Business Plan 2023 – 2027.

To finalise the CEO key performance criteria / indicators the 2 KPI sets above are detailed in the 2023/24 Performance Agreement executed between the CEO and the Shire President with the authority of the Council. The Performance Agreement also provides the opportunity for professional development areas to be noted as identified throughout the Review process.

Attachment 13.1.2 is a summary of mid-year progress against the SMART outcomes and KPIs detailed in the CEO Performance Agreement 2023 to 2024.

The summary of progress (Attachment 13.1.2) details against KPIs / outcomes includes:

- Strategic Outcomes
- Performance Criteria specific to the responsibilities of the Chief Executive Officer
- Progress / Status Update (as of January 2024)
- Additional commentary on progress, achievement or otherwise.



Progress / Status is highlighted by a traffic light system including:

- Complete (Blue) – KPI achieved in accordance with the Target / Outcome and Timeframe.
 - 6 complete to date
- On Track (Green) – KPI on track to be achieved in accordance with the Target / Outcome and Timeframe.
 - 24 On Track for completion in line with outcomes and targets.
- Overdue (Amber) or At Risk (Red) – KPI not currently on track to be achieved in accordance with the Target / Outcome and Timeframe. Overdue indicates that KPI will be achieved but not within agreed time period. At Risk indicates that KPI is not expected to be achieved.
 - 2 Overdue – Capital works program and Customer Service Charter
 - 2 At Risk – Program of Works and budget expenditure on Program of Works.

Principal areas of Overdue or At Risk KPIs includes:

1. Customer Service Charter – development a reporting system / monitor response and resolution rates (report by 30 December 2023). Review of Customer Request reporting system in Synergysoft involved an analysis of the original system installation and categorisation structure in 2008. System implementation was less than optimal and has resulted in diminished functionality including response timeline setting (in line with Customer Service Charter), setting of response deadlines, non-activity / completion escalation and meaningful reporting.

Synergysoft re-installation is feasible and will significantly increase functionality and allow for reporting in accordance with KPI.

Review report and way forward to be reported to Council in February 2024 OCM.

2. Financial, Operational and Service Management
 - a. Annual Budget – underspend because of non-complete Program of Works
 - b. Works Program – non-complete Program of Works
3. Capital Works Program – delivery on funded CBP outcomes against agreed time periods and budgets

Significant and ongoing challenges with recruitment and resourcing in the infrastructure and Development Directorate has and will result in a 25% non-completion of 2023/24 Program of Works and resultant under expenditure.

Resourcing shortages are being experienced in both planning and design of works (capital and maintenance) and well as delivery (construction and maintenance). Efforts have occurred to backfill / supplement resource shortages with consultants, contractors and design panels.

Proposed Amendment to Endorsed CEO Performance Agreement

Though the process of reviewing the current Customer Request System it has been identified that a part of the SMART outcome attached to Key Focus Area 3.2 may be outside of the control of the Chief Executive Officer and the Administration.

Key Focus Area 3.2 has a SMART outcome of

- Report on new reporting system by the February 2024 OCM
- Report quarterly to Council, with the goal that:
 - 98% of enquiries responded to within 10 business days



- 90% of enquiries resolved within 10 business days

The second sub part of the outcome being '90% of enquiries resolved within 10 business days' is entirely dependent on the nature of the enquiry and / or request, and outside of control for achievement.

Accordingly, this sub part of the outcome is proposed to be amended to '90% of enquiries resolved or commenced resolution within 10 business days'.

Summary

The CEO Mid-Year Performance Agreement 2023 to 2024 Review demonstrates reasonable progress towards the achievement of KPIs.

A small number of key KPIs will not be met because of recruitment challenges and ongoing resource shortages.

Voting Requirements

Simple Majority

Officer's Recommendation – 13.1.

That Council notes the recommendations from the CEO Performance and Remuneration Panel meeting and:

1. Endorses the 2023/24 Mid-Year review of the Chief Executive Officer's progress against the 2023/24 Performance Agreement as per Attachment 13.1.2
2. Supports the scope of work (as per Confidential Attachment 13.1.3) for the engagement of an Independent Consultant to facilitate the Chief Executive Officer's Annual Review in September 2024.
3. Notes the seeking of a potential independent consultant on a 3 year contract with an option of an annual renewal.
4. Notes the planned attendance of Panel members at CEO Performance Review training before the Annual Review process in September 2024.
5. Endorses the amendment of the CEO Performance Agreement FY 2023/24 as follows:

KPI 3.2 Develop a reporting system in line with the Customer Service Charter – SMART Outcome

- ***Report on new reporting system by the February 2024 OCM***
- ***Report quarterly to Council, with the goal that:***
 - ***98% of enquiries responded to within 10 business days.***
 - ***90% of enquiries resolved or commenced resolution within 10 business days.***



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This item was deferred from the June 2023 Ordinary Council Meeting (OC/2023/106 - 28 June 2023) to enable a workshop to be held and the draft CEO Performance and Remuneration Review Policy to be further developed.

Cr Kitchen has Foreshadowed and Cr Terrantroy has Seconded the Alternative Officer's Recommendation (Attachment 13.1.1) which lays on the Table; with no Councillors having spoken regarding the Foreshadowed motion.

13.3. Chief Executive Officer - Performance and Remuneration Review Policy

Author	Chief Executive Officer, Gordon MacMile
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Review
Attachments	Nil
Confidential Status	<i>This item is not a confidential matter.</i>
Disclosure of Interest	The part author (Manager Human Resources and Organisational Development) and senior officer (CEO) has an Interest under s5.70, in that the Report refers to the CEO contract of employment, review policy and future performance review processes.

Proposal

Review and endorse any required amendments to the Chief Executive Officer's (CEO) Performance and Remuneration Review Policy, in advance of the annual review process scheduled for July to September 2023.

Officer's Recommendation

That Council:

1. Endorses the revised Chief Executive Officer Performance and Remuneration Review Policy
2. Notes that the CEO's Annual Performance Assessment and Remuneration Review process will be led by the current five-member CEO Review Panel and will report to Council in September 2023.

Background

The CEO commenced employment with the Shire of Capel on the 16 August 2021. In accordance with the CEO Model Standards and the signed Shire of Capel CEO Employment Contract (c3.3 Performance Review), the Council and the CEO negotiated and determined within three (3) months of commencement:

- a. any additional performance criteria; and
- b. the process by which the CEO performance will be reviewed.

The above arrangements are detailed in (a) the CEO's Annual Performance Agreement and (b) the current Performance and Remuneration Review Policy (adopted November 2021).



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Extract from CEO Performance and Remuneration Review Policy

“The Council of the Shire of Capel will review the performance and remuneration of the Chief Executive Officer (CEO) if the CEO is employed for a period of more than 1 year in accordance with section 5.38 of the *Local Government Act 1995* (the Act). The Council is recommended to engage in regular discussions (twice annually, every six months) with the CEO regarding their performance against the performance criteria, including progress and the ways that the CEO can be supported.” The Policy is a contemporary approach that provides a formal, consistent, and established process for reviewing performance that transcends CEOs and the Council.

The Policy and Review process is completed by a five-member Review Panel, undertaking an objective, fair, and impartial process with the assistance of an external facilitator. The Panel leads the Review process and reports to the Council.

Previous Council Decisions

- April 2023 - The CEO Performance and Remuneration Panel met on 15 March 2023 and decided (CE001/2023) to request the CEO, provide a report to the April 2023 Ordinary Council meeting, detailing progress of achievements against the CEO Performance Agreement 2022 to 2023 with SMART KPI's.

Council noted (OC/2023/64) the Chief Executive Officer's Mid-Year Performance Agreement 2022 to 2023 Review as outlined in Attachment 13.1.2, including the amended timelines to a small number of KPIs as detailed.
- September 2022 – Council endorsed (OC/2022/188)
 1. the CEO Performance Review Panel's recommendation in CONFIDENTIAL Attachment 20.1.2 as the review of the Shire of Capel's Chief Executive Officer's 2022/23 Performance.
 2. Endorses the Chief Executive Officer's 2022/23 Key Performance Indicators as detailed in Attachment 20.1.1 – CEO Performance Agreement 2022/23; and
 3. Approves that the CEO Performance Agreement 2022/23 as detailed in Attachment 20.1.1 be signed and executed by the Shire President and the Chief Executive Officer.
- August 2022 – The Ordinary Council Meeting of 31 August 2022 endorsed (OC/2022/153) the Shire of Capel Corporate Business Plan 2022 to 2026 – Service Area Action Plan.
- February 2022 – The Ordinary Council Meeting of 24 February 2022 endorsed (OC036/2022) the -
 1. HR Consultant's report in Attachment 1 as the review undertaken through the CEO Performance Review Panel; and
 2. Endorses the recommendations contained in the Probationary Review of the Chief Executive Officer.
- November 2021 - The Ordinary Council Meeting on 24 November 2021, endorsed the:
 - CEO Performance Agreement (OC248/2021).
 - Shire of Capel – CEO Performance and Remuneration Review Policy (OC249/2021).
 - and CEO Performance and Remuneration Review Panel (OC252/2021).



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Decision Framework

Shire of Capel Strategic Community Plan 2021-2031

Direction 4 - Deliver good leadership, governance and decision-making

4.1 Effective and compliant governance

4.2 Informed and transparent decision making

4.4 Increased attraction and retention of high quality staff to deliver optimal services to the community

Direction 6 - Effective communication, engagement and relationship development

6.1 Greater trust and the development of positive relationships within the Shire and with the community

6.2 Improved cross sector relationships and collaboration

Corporate Business Plan 2022-2026

- CEO 2 - Continue to implement an organisational structure and resource allocation that achieves organisational outcomes in the Strategic Community Plan, Corporate Business Plan, and relevant informing (LTFP, asset, workforce) and annual plans (budget).
- CEO 9 - Ensure Community Strategic Plan, Corporate Plan, Long Term Financial Plan, Asset Management Plan, Risk Management Plan, Workforce Plan, and all supporting sub-plans are adopted in the 2022/23 financial year, with quarterly reporting to the Council and subsequently maintained in accordance with the WA Integrated Planning Framework.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government Act 1995, section 5.41

5.41. Functions of CEO

The CEO's functions are to –

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day-to-day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction, and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and



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- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

Local Government Act 1995, Division 4 – Local Government Employees

5.39. Contracts for CEO and senior employees

- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.
 - (7) A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.
 - (8) A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO.

Schedule 2 – Model Standards for CEO Recruitment, Performance and Termination

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on –
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

The local government and the CEO must agree on –

- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

Clause 17. Carrying out a performance review

A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

- (1) The local government must –
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

Clause 18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the Council, endorse the review.

Clause 19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of –

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO – how the local government proposes to address and manage those issues.



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Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- CEO Performance and Salary Review

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Legislative Compliance Rating: Low	Unlikely	Moderate	A contemporary policy developed, adopted, and implemented in accordance with legislative requirements.
Risk Description: Failure to have and follow a formal, consistent, and established policy for reviewing performance that ensures an objective, fair and impartial process.			
Risk 2 Reputation Rating: Medium	Possible	Moderate	A transparent process to develop and adopt a policy that makes the CEOs KPIs publicly available, with performance measurement occurring on the same.
Risk Description: Lack of transparency and trust within the community regarding the setting of and performance measurement against the CEOs KPIs.			
Risk	Likelihood	Consequence	Mitigation
Risk 3 Service Delivery Rating: Medium	Possible	Moderate	Setting of CEO KPIs that are detailed in the Performance Agreement and aligned to the SCP, CBP, LTFP and Annual Budget.
Risk Description: Misalignment between the CEOs KPIs and the adopted strategic documents of the Shire of Capel.			
Opportunity: Transparent KPI setting and performance assessment process that builds trust in the Council and the local community.			

Financial Implications

Budget

Review of the policy does not have any immediate budgetary implications. In accordance with the Policy, funds are set aside in the annual budget for the engagement of an independent consultant to assist the Council CEO Review Panel in the performance assessment process.

Any independent consultant is engaged in accordance with the adopted Procurement policy and procedure.



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Outcomes of the Performance Assessment process has, subject to Council approval, implications for the CEOs future remuneration.

Long Term

As noted above, allowances will need to be considered for future budgets however, this cost is not significant and important to ensure the CEO performance review is undertaken in accordance with Schedule 2 of the *Local Government (Administration) Regulations 1996* Model Standards for CEO Recruitment, Performance and Termination (the Model Standards).

Sustainability Implications

Climate Change and Environmental

There are no relevant climate change and environmental implications relevant to this item.

Social

There are no relevant social implications relevant to this item.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

Canvassing of South West Councils and CEOs has occurred regarding the quality and suitability of (potential) independent consultants that may be part of future review and assessment processes. Recommendations for potential independent consultants were also obtained from Local Government Professionals (WA).

Internal Consultation

Consultation has occurred with the Shire President and members of the current CEO Review Panel regarding the effectiveness of the current policy.

Officer Comment

Schedule 1 of the Employment Contract details the CEO's Position Description and contains six (6) duties and responsibility areas, with detailed descriptions and performance criteria for each.



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These duties and responsibility areas are:

1. Leadership and Planning
2. Financial, Operational and Service Management
3. Community Development and Stakeholder Relations
4. Workforce Capability
5. Risk and Compliance
6. Governance and Report to Council

Additionally, s3.3(b)(i) of the CEO's Employment Contract allows for the negotiation of any additional performance criteria which, are intentionally detailed in the CEO section of the Shire's Corporate Business Plan.

The current CEO KPIs contained in the Performance Agreement 2022 to 2023 and Corporate Business Plan are:

- CEO 1 Executive Leadership - Work with Shire President, and Deputy Shire President and Councillors to develop and implement a program of leadership development and technical capability for all Elected Members.
- CEO 2 Organisational Structure - Review and implement an organisational structure establishment and resource allocation that achieves organisational outcomes in the Strategic Community Plan, Corporate Business Plan, and relevant informing (LTFP, asset, workforce) and annual plans (budget).
- CEO 3 Regional Outcomes - Develop and maintain positive regional collaboration with other local authorities, government departments, commercial organisations, and businesses to achieve individual Shire and regional outcomes.
- CEO 4 Local Economy - Develop and implement an Economic Development Framework and Strategy that supports and advocates for greater local business success, investment, and diversity
- CEO 5 Facilitated Vision - Develop an Advocacy / Lobbying / Plan / Prospectus to attract funding, investment and alternative revenue sources from government, industry, and commercial organisations.
- CEO 6 Place-based community engagement - Develop and implement a place-based community engagement framework and strategy that ensures place-based differences are understood and included in decision making
- CEO 7 Organisational Outcomes - Develop a holistic organisational improvement plan through a best practice framework that enhances service results, values, innovation, efficiency, and sustainability through implementation of service reviews.
- CEO 8 Kaatijinup Biodiversity Park - Lead the completion of a feasibility study into the (proposed) Kaatijinup Biodiversity Park, in consultation with all relevant stakeholders
- CEO 9 Strategic Planning - Ensure Community Strategic Plan, Corporate Plan, Long Term Financial Plan, Asset Management Plan, Risk Management Plan, Workforce Plan, and all supporting sub-plans are adopted in the 2022/23 financial year, with quarterly reporting to the Council and subsequently maintained in accordance with the WA Integrated Planning Framework.



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- CEO 10 Agribusiness Precinct - Lead the development of an Agribusiness Precinct, incorporating a future relocation of the Boyanup Saleyards.
- CEO 11 Sustainability Framework - Lead the development of a Sustainability Framework for the Shire.

CEO Performance and Remuneration Review Policy

The current policy is a contemporary approach that provides a formal, consistent, and established process for reviewing performance transcends CEOs and Council.

The performance review processes undertaken since the establishment of the current policy in November 2021 have been:

- CEO Probationary Assessment and Review (February 2022); and
- CEO Annual Performance and Remuneration Review 2022 to 2023 (September 2022).

Throughout the above processes, the policy has effectively served the process, the Panel, and the position (CEO) well in most areas.

Challenges have existed in the above processes predominantly with administrative quality, the timeliness of information and assessments, as well as the effectiveness of communication with Panel members and other Councillors.

Much responsibility for overcoming the above challenges has fallen to the Review Panel Chair and the Shire's Manager Human Resources.

The challenges experienced, however, have originated more from the (lack of) quality of service provided by the engaged independent facilitator, rather than the effectiveness of the Policy.

Summary

The review of the CEO Performance and Remuneration Review Policy is timely given that:

- Nearly 2 years has elapsed since the initial establishment.
- The 2 review processes undertaken in that time provide a fair assessment of the Policy's current effectiveness.
- Any required amendments can be completed in advance of the approaching annual review process; and
- Any review post the October 2023 LG elections, potentially involving Councillors not involved in the processes would be problematic.

Any challenges experienced with the policy to date used in 2 review processes, have largely originated more from the (lack of) quality of service provided by the engaged independent facilitator, rather than the effectiveness of the Policy itself.

Only minor amendments to the Policy are proposed and focused on addressing the areas of challenge experienced.



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Significant effort has been made in identifying higher-quality independent facilitators that may be used in future assessment and review processes, ensuring an improved outcome for the Council, the Shire, and the position of CEO.

Voting Requirements

Absolute Majority

Officer's Recommendation – 13.3.

The amended Officer's recommendation was lost and the following foreshadowed Motion is now on the table:

Foreshadowed Motion:

Moved Cr Kitchen, Seconded Cr Terranroy.

That Council:

- 1. Endorses the revised Chief Executive Officer Performance and Remuneration Review Policy as follows:**

Introduction

The *Local Government (Administration) Amendment Regulations 2021* (CEO Standards) introduced mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government Chief Executive Officers (CEOs).

The aim of the CEO Standards is to provide local government with a fair, consistent and equitable process for CEO recruitment, performance review and termination across all local governments, in accordance with the principles of merit, equity and transparency.

Purpose

This Policy outlines the processes to be undertaken in meeting the standard for performance reviews, pursuant to Schedule 2 of the *Local Government (Administration) Regulations 1996* (the Regs.) Model Standards for CEO Recruitment, Performance and Termination and the CEO Employment Contract

Policy statement

The Council of the Shire of Capel will review the performance and remuneration of the Chief Executive Officer (CEO) if the CEO is employed for a period of more than 1 year in accordance with section 5.38 of the *Local Government Act 1995* (the Act).

The Council is recommended to engage in regular discussions (twice annually, every six months) with the CEO regarding their performance against the performance criteria, including progress and the ways that the CEO can be supported.

Performance Review Process



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1. CEO Performance Review Panel

- 1.1 Council is to appoint a CEO Performance Review Panel (the Panel) following every local government election.**
- 1.2 The Panel must comprise of up to five members and may include an independent observer (to be decided and appointed at the commencement of each review process).**
- 1.3 The Council authorises the appointed Panel to undertake the CEO Performance Review and report findings and recommendations to the Council.**
- 1.4 The primary functions of the Panel include:**
- **Developing the initial performance agreement and employment contract.**
 - **Overseeing and conducting annual performance and remuneration review processes in line with the Policy requirements.**
 - **Reporting the performance and remuneration review findings and recommendations to the Council, and**
 - **Regular meetings to discuss and provide feedback if performance issues are identified.**
- 1.5 Membership principles and responsibilities of panel members:**
- **Be fair, impartial and undertake the process with integrity.**
 - **Assessment is made free from bias and based on evidence of the CEO's achievements against the agreed performance criteria.**
 - **Findings and recommendations are impartial and transparent.**
 - **Any information received or produced by the Panel will be kept confidential.**
 - **The report for the performance and remuneration review to Council will be presented in confidence in accordance with section 5.23 of the Act.**
 - **Accurate and comprehensive records of the performance management process will be created and registered within the Shire's Electronic Data Record Management System, and**
 - **Manage all records in accordance with the Shire's Record Keeping Plan.**
- 1.6 The performance and remuneration review process should commence at least 3 months prior to the required completion date.**
- 1.7 The Review Panel Chair will coordinate the review process and seek administrative support from the Independent Facilitator and / or the Shire's Manager Human Resources and Organisational Development, as required.**
- 1.8 Members of the Review Panel may access WALGA CEO Performance Review training (or similar) as required.**

2. Independent facilitator

- 2.1 The Panel, through the administration support provided via point 1.7 shall coordinate with the Shire-engaged external independent facilitator to assist with the performance and remuneration review process.**



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2.2 The facilitator must have experience in conducting performance and remuneration reviews and, where possible, experience in local government or at a minimum at a senior executive level.

2.3 The facilitator must not have any interest in, or relationship with, the Council or the CEO. In this policy, interest:

- means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest, and
- includes an interest arising from kinship, friendship or membership.

2.4 The facilitator may be required to:

- Provide all necessary administrative support to the Review Panel under instruction from the Panel Chair.
- Collect 360-degree performance evidence (including from all Councillors and direct organisational reports).
- Write the performance appraisal report.
- Facilitate meetings for the Panel.
- Assist with the provision of feedback to the CEO.
- Formulate plans to support improvement (if necessary); and
- Provide industry / sector remuneration related information to the Panel if requested.
- Provide an objective view regarding any performance management-related matters between the concerned parties.

2.5 The independent facilitator services must be secured in accordance with the Shire's Purchasing Policy.

3 Performance criteria

3.1 Ongoing permanent performance criteria for the purpose of reviewing the CEO's performance must be as included in the CEO's employment contract [the Act s.5.39(3)].

3.2 The Council may agree with the CEO additional performance criteria.

3.3 Additional criteria may include performance indicators relating to specific projects, Council priorities and service delivery targets from the Strategic Community Plan and Corporate Business Plan. It is important that these performance indicators relate to the selection criteria used in selecting the CEO (e.g. if the CEO is selected to improve the local government finances, then indicators regarding improved revenue may be appropriate).

3.4 The agreement on additional criteria provides flexibility for both the Council and CEO in response to changing circumstances and priorities.

3.5 Together the contractual performance criteria and any additional agreed criteria form the Key Performance Indicators (KPI's).

3.6 It is important that the agreed KPI's are specific, measurable, achievable, relevant and time based.



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3.7 The KPI's, how they will be assessed, and any professional development goals of the CEO will form the annual performance agreement between the Council and CEO.

3.8 The annual performance agreement must be negotiated, documented and agreed upon by the CEO and the Council. Adjustments may be initiated by either the CEO or the Council throughout the performance review period.

4 Assessment of CEO performance

4.1 The CEO's performance is to be measured in an objective manner against the KPI's alone. Reviews must be impartial and not skewed by personal relationships between the CEO Review Panel and the CEO.

4.2 Evidence of CEO performance may include:

- Achievement of key business outcomes.
- Interactions with the Council and progress that has been made towards implementing the Council's strategic vision.
- Audit Committee reports.
- Workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate).
- Incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances).
- Organisational survey results.
- Relationships (e.g. with relevant organisations, stakeholder groups, and professional networks), or
- Insights from key stakeholders (by way of survey etc.)

4.3 In addition to achievement of the KPI's, as part of the assessment, consideration should also be given to:

- How the CEO has achieved the outcomes. Whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. I.e., has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected their performance such as the impact of COVID-19.
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.
- What attention has the CEO given to ensuring:
 - Equal employment opportunity.
 - Workplace health and safety.
 - Privacy.
 - Managing potential conflicts of interest, and
 - Complying with procurement process requirements.

4.4 It is important that contextual factors, external or otherwise are given appropriate weight. Failure to meet KPI's does not necessarily mean the CEO has performed poorly and, for this reason, performance and outcomes should be considered separately.



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4.5 Once the CEO's performance has been completed, the review must be endorsed by resolution of an absolute majority of Council and the CEO must be informed in writing of the results of the review.

5 Addressing Performance Issues:

5.1 Any performance areas that require attention or improvement must be:

- Identified
- Discussed with the CEO, and
- A constructive plan agreed and put in place to address the issues.

5.2 The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

5.3 Appropriate courses of action in addressing the performance issues may include:

- Professional development courses
- Training
- Counselling
- Mediation
- Mentoring, or
- Developing new work routines to ensure specific areas are not neglected.

5.4 Regular discussion and ongoing feedback on the identified performance issues should be scheduled to ensure improvements are being made.

6 Misconduct

6.1 In the event of any potential wrongdoing (misconduct) or suspected serious misconduct as defined in section 4 of the Corruption Crime and Misconduct Act 2003 are identified, the matter must be referred to the Public Sector Commission or the Corruption and Crime Commission (CCC). This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

7 Remuneration Review

7.1 The Council shall periodically (not less than annually) review the salary for the CEO to assess whether and what increase in salary and allowances are to be made.

7.2 The CEO remuneration range is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the Shire of Capel.

7.3 The outcome of the CEO performance review may form part of the considerations for the CEO remuneration review.

8 Further Guidelines

8.1 The Council shall refer to relevant publications to guide the review and remuneration process such as the Department of Local Government Sport and Cultural Industries (DLGSC) Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination (March 2021).

8.2 The Council must also consider legal requirements provided by the Fair Work Commission and the Fair Work Ombudsman.



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Application

This Policy applies to the annual performance and remuneration review of the Shire of Capel CEO.'

2. Notes that the CEO's Annual Performance Assessment and Remuneration Review process will be led by the current five-member CEO Review Panel and will report to Council in September 2023.



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OC/2023/121 - Officer's Recommendation - 13.3

Moved Cr Kitchen, Seconded Cr Terrantroy.

That Council:

1. Endorses the revised Chief Executive Officer Performance and Remuneration Review Policy as follows:

Introduction

The *Local Government (Administration) Amendment Regulations 2021 (CEO Standards)* introduced mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government Chief Executive Officers (CEOs).

The aim of the CEO Standards is to provide local government with a fair, consistent and equitable process for CEO recruitment, performance review and termination across all local governments, in accordance with the principles of merit, equity and transparency.

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Policy statement

The Council of the Shire of Capel will review the performance and remuneration of the Chief Executive Officer (CEO) if the CEO is employed for a period of more than 1 year in accordance with section 5.38 of the *Local Government Act 1995 (the Act)*.

The Council is recommended to engage in regular discussions (twice annually, every six months) with the CEO regarding their performance against the performance criteria, including progress and the ways that the CEO can be supported.

Performance Review Process

1. CEO Performance Review Panel

- 1.1 Council is to appoint a CEO Performance Review Panel (the Panel) following every local government election.
- 1.2 The Panel must comprise of up to five members and may include an independent observer (to be decided and appointed at the commencement of each review process).
- 1.3 The Council authorises the appointed Panel to undertake the CEO Performance Review and report findings and recommendations to the Council.



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1.4 The primary functions of the Panel include:

- **Developing the initial performance agreement and employment contract.**
- **Overseeing and conducting annual performance and remuneration review processes in line with the Policy requirements.**
- **Reporting the performance and remuneration review findings and recommendations to the Council, and**
- **Regular meetings to discuss and provide feedback if performance issues are identified.**

1.5 Membership principles and responsibilities of panel members:

- **Be fair, impartial and undertake the process with integrity.**
- **Assessment is made free from bias and based on evidence of the CEO's achievements against the agreed performance criteria.**
- **Findings and recommendations are impartial and transparent.**
- **Any information received or produced by the Panel will be kept confidential.**
- **The report for the performance and remuneration review to Council will be presented in confidence in accordance with section 5.23 of the Act.**
- **Accurate and comprehensive records of the performance management process will be created and registered within the Shire's Electronic Data Record Management System, and**
- **Manage all records in accordance with the Shire's Record Keeping Plan.**

1.6 The performance and remuneration review process should commence at least 3 months prior to the required completion date.

1.7 The Review Panel Chair will coordinate the review process and seek administrative support from the Independent Facilitator and / or the Shire's Manager Human Resources and Organisational Development, as required.

1.8 Members of the Review Panel may access WALGA CEO Performance Review training (or similar) as required.

2. Independent facilitator

2.1 The Panel, through the administration support provided via point 1.7 shall coordinate with the Shire-engaged external independent facilitator to assist with the performance and remuneration review process.

2.2 The facilitator must have experience in conducting performance and remuneration reviews and, where possible, experience in local government or at a minimum at a senior executive level.

2.3 The facilitator must not have any interest in, or relationship with, the Council or the CEO. In this policy, interest:

- **means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest, and**
- **includes an interest arising from kinship, friendship or membership.**



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2.4 The facilitator may be required to:

- Provide all necessary administrative support to the Review Panel under instruction from the Panel Chair.
- Collect 360-degree performance evidence (including from all Councillors and direct organisational reports).
- Write the performance appraisal report.
- Facilitate meetings for the Panel.
- Assist with the provision of feedback to the CEO.
- Formulate plans to support improvement (if necessary); and
- Provide industry / sector remuneration related information to the Panel if requested.
- Provide an objective view regarding any performance management-related matters between the concerned parties.

2.5 The independent facilitator services must be secured in accordance with the Shire's Purchasing Policy.

3. Performance criteria

3.1 Ongoing permanent performance criteria for the purpose of reviewing the CEO's performance must be as included in the CEO's employment contract [the Act s.5.39(3)].

3.2 The Council may agree with the CEO additional performance criteria.

3.3 Additional criteria may include performance indicators relating to specific projects, Council priorities and service delivery targets from the Strategic Community Plan and Corporate Business Plan. It is important that these performance indicators relate to the selection criteria used in selecting the CEO (e.g. if the CEO is selected to improve the local government finances, then indicators regarding improved revenue may be appropriate).

3.4 The agreement on additional criteria provides flexibility for both the Council and CEO in response to changing circumstances and priorities.

3.5 Together the contractual performance criteria and any additional agreed criteria form the Key Performance Indicators (KPI's).

3.6 It is important that the agreed KPI's are specific, measurable, achievable, relevant and time based.

3.7 The KPI's, how they will be assessed, and any professional development goals of the CEO will form the annual performance agreement between the Council and CEO.

3.8 The annual performance agreement must be negotiated, documented and agreed upon by the CEO and the Council. Adjustments may be initiated by either the CEO or the Council throughout the performance review period.



MINUTES - Ordinary Council Meeting - 2 August 2023
(Rescheduled from 26 July 2023)

4. Assessment of CEO performance

4.1 The CEO's performance is to be measured in an objective manner against the KPI's alone. Reviews must be impartial and not skewed by personal relationships between the CEO Review Panel and the CEO.

4.2 Evidence of CEO performance may include:

- Achievement of key business outcomes.
- Interactions with the Council and progress that has been made towards implementing the Council's strategic vision.
- Audit Committee reports.
- Workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate).
- Incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances).
- Organisational survey results.
- Relationships (e.g. with relevant organisations, stakeholder groups, and professional networks), or
- Insights from key stakeholders (by way of survey etc.)

4.3 In addition to achievement of the KPI's, as part of the assessment, consideration should also be given to:

- How the CEO has achieved the outcomes. Whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. I.e., has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected their performance such as the impact of COVID-19.
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.
- What attention has the CEO given to ensuring:
 - Equal employment opportunity.
 - Workplace health and safety.
 - Privacy.
 - Managing potential conflicts of interest, and
 - Complying with procurement process requirements.

4.4 It is important that contextual factors, external or otherwise are given appropriate weight. Failure to meet KPI's does not necessarily mean the CEO has performed poorly and, for this reason, performance and outcomes should be considered separately.

4.5 Once the CEO's performance has been completed, the review must be endorsed by resolution of an absolute majority of Council and the CEO must be informed in writing of the results of the review.



MINUTES - Ordinary Council Meeting - 2 August 2023
(Rescheduled from 26 July 2023)

5. Addressing Performance Issues:

5.1 Any performance areas that require attention or improvement must be:

- Identified
- Discussed with the CEO, and
- A constructive plan agreed and put in place to address the issues.

5.2 The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

5.3 Appropriate courses of action in addressing the performance issues may include:

- Professional development courses
- Training
- Counselling
- Mediation
- Mentoring, or
- Developing new work routines to ensure specific areas are not neglected.

5.4 Regular discussion and ongoing feedback on the identified performance issues should be scheduled to ensure improvements are being made.

6. Misconduct

- 6.1 In the event of any potential wrongdoing (misconduct) or suspected serious misconduct as defined in section 4 of the Corruption Crime and Misconduct Act 2003 are identified, the matter must be referred to the Public Sector Commission or the Corruption and Crime Commission (CCC). This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.**

7. Remuneration Review

- 7.1 The Council shall periodically (not less than annually) review the salary for the CEO to assess whether and what increase in salary and allowances are to be made.**

- 7.2 The CEO remuneration range is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the Shire of Capel.**

- 7.3 The outcome of the CEO performance review may form part of the considerations for the CEO remuneration review.**

8. Further Guidelines

- 8.1 The Council shall refer to relevant publications to guide the review and remuneration process such as the Department of Local Government Sport and Cultural Industries (DLGSC) Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination (March 2021).**

- 8.2 The Council must also consider legal requirements provided by the Fair Work Commission and the Fair Work Ombudsman.**



MINUTES - Ordinary Council Meeting - 2 August 2023
(Rescheduled from 26 July 2023)

Application

This Policy applies to the annual performance and remuneration review of the Shire of Capel CEO.'

- 2. Notes that the CEO's Annual Performance Assessment and Remuneration Review process will be led by the current five-member CEO Review Panel and will report to Council in September 2023.**

Lost 0 / 7

For – Nil

Against - Cr Andrew, Cr Dillon, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Schiano and Cr Terrantroy

Foreshadowed Motion

Cr Dillon put forward the following foreshadowed motion:

That Council:

1. Endorses the revised Chief Executive Officer Performance and Remuneration Review Policy as per the updated attachment.
2. Notes that the CEO's Annual Performance Assessment and Remuneration Review process will be led by the current five-member CEO Review Panel and will report to Council in September 2023.

The Foreshadowed Motion was put on the table.

OC/2023/122 - Officer's Recommendation / Council Decision - 13.3

Moved Cr Dillon, Seconded Cr McCleery.

That Council:

- 1. Endorses the revised Chief Executive Officer Performance and Remuneration Review Policy as per the updated attachment.**
- 2. Notes that the CEO's Annual Performance Assessment and Remuneration Review process will be led by the current five-member CEO Review Panel and will report to Council in September 2023.**

Carried 6 / 1

For - Cr Dillon, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Schiano and Cr Terrantroy

Against - Cr Andrew



Attachment 13.2.2 CEO Performance Agreement FY 2023-24 – (Mid-Year Progress Report)

Vision					
<i>A lifestyle of choice: connecting community, culture and country.</i>					
The Shire's Values					
Respect Honesty Accountability Empathy Teamwork					
	Strategic Outcome	Performance indicator	Review frequency	SMART Outcome	Status Update
1	Responsibilities of a CEO	Present a report on achievement of the responsibilities of the CEO by 30 June 2024.	Annual Self-report	Report by 31 August 2024	On Track
2	Delivery of the Corporate Business Plan Outcomes	Delivery of funded Corporate Business Plan Outcomes against agreed timeframes and budgets	Quarterly progress report	Report to OCM on CBP Strategic Initiatives and significant Core Business Items, in month immediately following the end of quarter	On Track – Quarterly reporting occurring in accordance with SMART outcome
3	Key Focus Areas	Waste Services Review	Upon completion	Review completed by 30 April 2024	On Track – Review to be reported in April 2024
		Customer Service Charter: <ul style="list-style-type: none"> Develop a reporting system Monitor response and resolution rates 	Upon completion	Report by 30 December 2023.	Overdue – Review to be reported in February 2024
			Quarterly	Report to OCM in month immediately following the end of quarter	
4	Leadership of Shire Values	Rating of 65% or higher of an assessment by Councillors and/or Key Staff as part of the annual performance review process.	Annual	Completed by 30 September 2024	On Track



Attachment 13.2.2 CEO Performance Agreement FY 2023-24 – (Mid-Year Progress Report)

CRITERIA 1 – Performance of the Responsibilities of a CEO			
Performance criteria	Performance indicator	SMART Outcome	Status Update
1.1 Risk and compliance	a) Compliance Audit Return (CAR)	CAR completed, adopted and submitted by 31 March 2024.	On Track
	b) Financial Regulation Audit (FRA)	FRA completed and reported to Audit and Risk Committee (ARC) by November 2023.	Complete
	c) 2022 Reg 17	Recommendations implemented by November 2023.	Complete
	d) Lost Time Injury (LTI) prevention	Less than 3 Lost Time Injuries (LTIs) in the 12 month period.	On Track – No LTIs to date
	e) Quality and timeliness of Council agendas and minutes	Agendas and minutes are delivered complete and in timeframes in compliance with the Act.	On Track
1.2 Workforce capability	a) Workforce Plan (WFP)	WFP reviewed and adopted by 30 April 2024.	On Track – OCM April 2024
	b) Staff Performance Management System	All staff have up-to-date performance reviews and plans aligned to CBP where relevant by 30 June 2024.	On Track – updated format
	c) Training and Development Plan (TDP)	TDP updated and aligned to the WFP and Annual Budget.	On Track
	d) Employee Perceptions Survey (EPS)	EPS completed annually, with improvement in workplace rating, employee commitment and net promoter scores.	On Track – late Feb / early March 2024
	e) Workplace Health and Safety (WHS) Plan	WHS Plan reviewed and updated by 30 June 2024.	On Track
	f) Leadership and Cultural Development Plan (LCDP)	LCDP delivered within budget for 2023/24.	On Track
1.3 Leadership and planning	a) Integrated Planning and Reporting	Integration of the SCP, CBP and LTFP into one document, delivered by 30 September 2023.	Complete – Sept 2023 OCM
	b) Agribusiness Precinct Feasibility Study Phase 1	Completed and reported to Council by 30 April 2024.	On Track – March 2024 OCM
	c) Advocacy Prospectus (AP)	AP reviewed, updated and aligned to LTFP by 30 September 2023.	Complete – LTFP and AP – Sept 2023 OCM



Attachment 13.2.2 CEO Performance Agreement FY 2023-24 – (Mid-Year Progress Report)

CRITERIA 1 – Performance of the Responsibilities of a CEO			
Performance criteria	Performance indicator	SMART Outcome	Status Update
1.4 Financial, Operational and Service Management	a) Reserve Investment Plans (RIPs)	RIPs linked to the Long Term Financial Plan (LTFP) for specific capital projects.	On Track
	b) Financial Sustainability Model (FSM)	FSM reviewed, updated and workshopped with Council by 31 March 2024.	On Track
	c) Phase 2 - Chart of Accounts project	Project completed by 30 June 2024.	On Track
	d) Annual Budget	Budget adopted by no later than 31 August 2024 with: <ul style="list-style-type: none"> o <3% variance on Annual Budget totals o 90% of approved Capital and Program of Works delivered. 	At Risk – expected 75% completion of Program of Works
	e) Financial Reserves	Investment reviewed and adopted by Council by 31 March 2024.	On Track
	f) Works Program	Program of works delivered in alignment with the Asset Strategy (AS) and Asset Management Plan (AMP).	At Risk – expected 75% completion of Program of Works
	g) Service Delivery Framework	Framework implementation adopted by Council by 31 March 2024.	On Track
1.5 Community Development and Stakeholder Relations	a) Annual Report	Adopted and published by 31 January 2024.	Complete
	b) Stakeholder collaboration	Monthly update to Council on the outcomes of stakeholder meetings.	On Track
	c) External funding	Submit applications for external funding in accordance with adopted LTFP and AP.	On Track - DMCYC
1.6 Governance and Reporting to Council	a) Councillor Induction	Program updated in preparation for LG Elections in Oct 2023.	Complete
	b) Local Government (LG) Reform	New LG Reforms implemented as per Gazetted legislation and regulations.	On Track / Ongoing
	c) Annual Corporate Calendar and Schedule of Councillor Briefings / Workshops	Delivered and responsive to changing needs / timeframes and priorities	On Track / Ongoing

These performance criteria are dynamic and may need to be renegotiated during the year in line with Council decisions and other external events outside of the control of the CEO. There will typically be evidence that can be provided of agreement regarding any additions, amendments or deletions to the Performance Criteria in Council minutes.



Attachment 13.2.2 CEO Performance Agreement FY 2023-24 – (Mid-Year Progress Report)

CRITERIA 2 – DELIVERY OF THE CORPORATE BUSINESS PLAN OUTCOMES		
Performance criteria	Performance indicator	Status Update
2.1 Delivery of the Corporate Business Plan (Council Plan)	Delivery of funded Corporate Business Plan (Council Plan) Outcomes against agreed timeframes and budgets.	Capital works program

CRITERIA 3 – KEY FOCUS AREAS			
Performance criteria	Performance indicator	SMART Outcome	
3.1 Waste Services Review	Completion of the review	<ul style="list-style-type: none"> Present to Council by the April 2024 OCM 	<ul style="list-style-type: none"> On Track – Review to be reported in April 2024
3.2 Develop a reporting system in line with the Customer Service Charter	a) Develop a reporting system b) Monitor response and resolution rates	<ul style="list-style-type: none"> Report on new reporting system by the February 2024 OCM Report quarterly to Council, with the goal that: <ul style="list-style-type: none"> 98% of enquiries responded to within 10 business days 90% of enquiries resolved within 10 business days 	<ul style="list-style-type: none"> Overdue – Review to be reported in February 2024

This section is only required for initiatives that may emerge outside of the planning cycle, projects that prepare the organisation for an upcoming Corporate Business Plan project in future years or an unplanned, significant activity that the CEO must take carriage of during the year. Wherever possible, aim to maintain a strategic focus by setting expectations for the CEO in line with the position responsibilities and funded strategic projects from the Corporate Business Plan.

CRITERIA 4 –LEADERSHIP OF THE SHIRE’S VALUES		
Performance criteria	Performance indicator	
4.1 Honesty	CEO is truthful, trustworthy and genuine in all that he says and does.	
4.2 Accountability	CEO is transparent in all that he does and stays true to his word by taking responsibility for his actions.	
4.3 Empathy	CEO is kind and shows understanding of people’s circumstances, perspectives and differences.	
4.4 Teamwork	CEO is cooperative, collaborative and united while working towards the common goals of the Shire.	
4.5 Respect	CEO is respectful in all that he does, and all interactions he has, while being inclusive and mindful of differences.	

* This section aims to hold the CEO accountable for how they deliver on the role responsibilities, Corporate Business Plan Funded Outcomes and Key Focus Areas (if included) and interact with internal and external stakeholders.



Shire of Capel

CEO Performance and Remuneration Panel – Mid Year Review

Meeting #1 MINUTES

Wednesday, 31 January 2024

Panel Members:

Chair -
Cr Doug Kitchen
Cr John Fergusson
Cr Peter McCleery
Cr Sebastian Schiano
Cr Christine Terrantroy

SHIRE OF CAPEL

MINUTES

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1. Declaration of Opening/Announcement of Visitors

The Shire President opened the meeting at 3:35pm and made the following Acknowledgement of Country:

Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders, past, present and emerging.

2. Record of Attendance/Apologies/Leave of Absence

PRESENT:

Councillor – Shire President	D Kitchen (Chair)
Councillor	J Fergusson
Councillor	P McCleery
Councillor	S Schiano
Councillor	C Terrantroy
Chief Executive Officer	G MacMile

3. Items of Business

3.1 Procedural Motion:

That the meeting be closed to members of the public in accordance with Shire of Capel Standing Orders Local Law 2016, 12.1(g) as the matter relates to the personal affairs of a person.

Voting Requirement

Simple majority

CEO/2024/001 - Motion / Committee Decision

Moved Cr Schiano, Seconded Cr Terrantroy

That the meeting be closed to members of the public in accordance with Shire of Capel Standing Orders Local Law 2016, 12.1(g) as the matter relates to the personal affairs of a person.

Carried 5/0

For - Cr Kitchen, Cr Fergusson, Cr McCleery, Cr Schiano, Cr Terrantroy

Against - Nil

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3.2 2023/24 Chief Executive Officer - Mid Year Performance Review

- *Attachment 3.2.1: CEO Performance and Remuneration Review Policy – Updated and Endorsed August 2023 OCM*
- *Attachment 3.2.2: CEO Performance Agreement 2023 to 2024 – Performance Agreement – Progress Update (January 2024)*

Background

Extract from CEO Performance and Salary Review – Policy Statement (Attachment 3.2.1)

Introduction

The Local Government (Administration) Amendment Regulations 2021 (CEO Standards) introduced mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government Chief Executive Officers (CEOs). The aim of the CEO Standards is to provide local government with a fair, consistent and equitable process for CEO recruitment, performance review and termination across all local governments, in accordance with the principles of merit, equity and transparency.

Purpose

This Policy outlines the processes to be undertaken in meeting the standard for performance reviews, pursuant to Schedule 2 of the Local Government (Administration) Regulations 1996 (the Regs.) Model Standards for CEO Recruitment, Performance and Termination and the CEO Employment Contract.

Policy statement

The Council of the Shire of Capel will review the performance and remuneration of the Chief Executive Officer (CEO) if the CEO is employed for a period of more than 1 year in accordance with section 5.38 of the Local Government Act 1995 (the Act).

The Council is recommended to engage in regular discussions (twice annually, every six months) with the CEO regarding their performance against the performance criteria, including progress and the ways that the CEO can be supported.

Officers Comment

The CEO's 6 monthly review is due, following the Annual Performance review approved at the Ordinary Meeting of Council on 30 November 2023. The Council approved a revised and updated Performance Agreement reflecting SMART Key Performance Indicators for 2023/24.

A status report outlining progress against the CEO Performance Agreement 2023/24 is detailed at Attachment 3.2.2.

Voting Requirement

Simple majority

Minutes – CEO Performance and Remuneration Panel Mid-Year Review– 31 January 2024..... 5

CEO/2024/002 - Officers Recommendation / Committee Decision – 3.2

Moved Cr Fergusson, Seconded Cr Terrantroy

That the CEO Performance and Remuneration Panel:

- 1. Considers and notes the 2023/24 Mid-Year progress report as per Attachment 3.2.2; and**
- 2. Requests the Chief Executive Officer provides a report to the February 2024 Ordinary Council Meeting, detailing progress of achievements and progress against the CEO Performance Agreement 2023 to 2024.**

Carried 5/0

For – Cr Kitchen, Cr Fergusson, Cr McCleery, Cr Schiano, Cr Terrantroy

Against - Nil

Minutes – CEO Performance and Remuneration Panel Mid-Year Review– 31 January 2024..... 6

3.3 Procedural Motion:

That the meeting return from closed doors, in accordance with Shire of Capel Standing Orders Local Law 2016, 12.1(g).

Voting Requirement

Simple majority

CEO/2024/003 - Motion / Committee Decision – 3.3

Moved Cr Kitchen, Seconded Cr McCleery

That the meeting returns from behind closed doors and reopens to the public.

Carried 5/0

For Cr Kitchen, Cr Fergusson, Cr McCleery, Cr Schiano, Cr Terrantroy

Against - Nil

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3.4 Discussion of Scope of Work and Process for the Appointment of Independent Consultant – CEO Performance and Remuneration Annual Review – Request For Quotation:

Purpose:

For the Panel to discuss and finalise the scope of work and procurement process for the 2023/24 Annual CEO Performance and Remuneration Review process and identify key elements for amendment with reference to the 2022/23 scope of work (See Attachment 3.4.1)

Background:

The Panel previously supported (19 July 2023 - CEO/004/2023) the engagement of Natalie Lincolne (Price Consulting) as the independent facilitator for the 2022/23 Annual Shire of Capel Chief Executive Officer's Performance and Remuneration Review.

The Panel previously endorsed (26 July 2023 – CEO/007/2023) the scope of work, assessment criteria specifics, process and timelines of the Annual 2022/23 CEO Performance and Remuneration Review.

Statutory Implications:

Council Policies:

The following Shire Policies apply:

- CEO Performance and Salary Review.
- Purchasing.

State Implications:

16. Performance review process to be agreed between local government and CEO

1. The local government and the CEO must agree on –
 - a. the process by which the CEO's performance will be reviewed; and
 - b. any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

The local government and the CEO must agree on –

2. Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
3. The matters referred to in subclause (1) must be set out in a written document.

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Clause 17. Carrying out a performance review

A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

1. The local government must –
 - a. collect evidence regarding the CEO’s performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - b. review the CEO’s performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

Clause 18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the Council, endorse the review.

Clause 19. CEO to be notified of results of performance review.

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of –

- a. the results of the review; and
- b. if the review identifies any issues about the performance of the CEO – how the local government proposes to address and manage those issues.

Officers Comment:

For the Panel to discuss and identify any key elements for amendment, and to then finalise the scope of work for the 2023/24 Annual CEO Performance and Remuneration Review.

Finalising the scope of work allows for the Shire to complete the procurement process, budget for and secure the services of a suitably qualified independent consultant in a timely manner.

Voting Requirement

Simple majority

Recommendation – 3.4

That the CEO Performance and Remuneration Review Panel:

1. Reviews and amends if necessary the scope of work if necessary, for the 2023/24 Annual CEO Performance and Remuneration Review
2. Endorses the scope of work, assessment criteria specifics, process and timelines of the Annual 2023/24 CEO Performance and Remuneration Review.

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CEO/2024/004 – Proposed Amendment / Committee Decision - 3.4

Moved Cr Kitchen, Seconded Cr Schiano.

To include additional recommendation:

Seeks potential independent consultant on a 3 year contract with an option of an annual renewal

Carried 5 / 0

For - Cr Kitchen, Cr Fergusson, Cr McCleery, Cr Schiano, Cr Terrantroy

Against – Nil

CEO/2024/004 – Amended Recommendation / Committee Decision – 3.4

Moved Cr Kitchen, Seconded Cr Schiano.

That the CEO Performance and Remuneration Review Panel:

- 1. Reviews and amends if necessary the scope of work if necessary, for the 2023/24 Annual CEO Performance and Remuneration Review**
- 2. Endorses the scope of work, assessment criteria specifics, process and timelines of the Annual 2023/24 CEO Performance and Remuneration Review. ***
- 3. Seeks potential independent consultant on a 3 year contract with an option of an annual renewal**

Carried 5 / 0

For - Cr Kitchen, Cr Fergusson, Cr McCleery, Cr Schiano, Cr Terrantroy

Against – Nil

* Notes relevant to the implementation of Committee Decision 3.4 - Request for Quotation of the Independent Consultant to include virtual and one in person meeting and retain scope from 2022/23.

Minutes – CEO Performance and Remuneration Panel Mid-Year Review– 31 January 2024..... 10

3.5 CEO Performance and Remuneration Review Panel Training:

Officers Comment:

For the Panel to discuss and determine whether to complete training opportunities relevant to the CEO Performance and Remuneration Panel and finalise attendees (if any) and date of training.

- See Attachment 3.5.1 WALGA Training Information.

Voting Requirement

Simple majority

CEO/2024/005 - Officers Recommendation / Committee Decision – 3.5

Moved Cr McCleery, Seconded Cr Fergusson

That the CEO Performance and Remuneration Panel:

- 1. Endorses the 2023/24 CEO Performance and Remuneration Review panel member/s to attend training as outlined below:**

Cr John Fergusson – March 2024
Cr Christine Terrantroy – March 2024
Cr Peter McCleery – July 2024
Cr Sebastian Schiano – July 2024

Carried 5/0

For – Cr Kitchen, Cr Fergusson, Cr McCleery, Cr Schiano, Cr Terrantroy

Against – Nil

4. Meeting Closure

There being no further business, the President declared the meeting closed at 4:36pm.



13.2. Bunbury Geographe Economic Alliance (BGEA) - Advocacy Prospectus

Author	CEO, Gordon MacMile
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Advocacy Executive/Strategic
Attachments	1. Shire of Capel Investment Prospectus request 30 1 24 [13.2.1 - 1 page] 2. I X 98 - BGEA - Investment Prospectus PROOF v 15 FINAL [13.2.2 - 12 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Consider and endorse the Bunbury Geographe Economic Alliance (BGEA) Investment Prospectus for aligned key messaging.

Officer's Recommendation

That Council:

1. Notes the request by the Bunbury Geographe Economic Alliance (BGEA) contained in correspondence (dated 30 January 2024 – Attachment 13.2.1); and
2. Endorses the Bunbury Geographe Economic Alliance Investment Prospectus (Attachment 13.2.2) to ensure the alignment of key messaging and advocacy.

Background

Bunbury Geographe Economic Alliance

The Bunbury Geographe Economic Alliance (BGEA) is a partnership encompassing community leadership through four local governments of the Bunbury Geographe sub-region, industry leadership in the resources, energy, transport, engineering, construction, water supply, timber processing, telecommunications, education, consulting, and accounting sectors.

BGEA background:

- Works on behalf of our members to promote economic growth and development.
- Our mantra is to help make the Bunbury Geographe area a preferred location to live, work and invest.
- We advocate for investment by government enabling infrastructure and services, to foster growth in existing enterprises, and to attract new investment.
- We are an incorporated not-for-profit member-focused organisation.

The BGEA covers the local governments of Bunbury, Capel, Dardanup and Harvey. The Shire of Capel is a member of the BGEA and pays an annual fee.



Shire of Capel Advocacy

Many local governments have, in recent years, have increased their advocacy efforts with both State and Federal Governments to deliver on their priorities, particularly for infrastructure funding.

The advocacy landscape however is an increasingly crowded and competitive market, as more local governments are advocating for the needs of their community. Collaboration and alignment between local governments and regional organisations in the region and sub-region is essential.

Previous Council Decisions

- Advocacy Prospects 2021/22 – Council endorsed (OC208/2021): the development of an Advocacy Prospectus that articulates the key priorities for the Shire of Capel for 2021/ 22 and beyond, in line with the Corporate Business Plan 2021 - 2025; and
- Endorses the order of advocacy priority to appear on the Prospectus as:
 - Bunbury - Capel - Busselton Cycle Link.
 - Kaatijinup Biodiversity Park.
 - Bridge Infrastructure (Mallokup and Minninup).
 - Dalyellup Surf Lifesaving Club and Community Amenities.
 - Boyanup Heritage Precinct.
- Notes that the following other key initiatives will be included in the Prospectus as part of longer-term advocacy:
 - Future Sporting fields and facilities.
 - Essential Infrastructure (power, water, sewage).
 - Industrial Remediation (Government advocacy / pressure on industry to fast track the clean-up and remediation of strategically located sites with development potential).
 - Lifestyle impacts (advocacy for increased action / expenditure on circumstances affecting the quality of life and wellbeing in the community- i.e., mosquito management and control); and
 - Rapid Rail Link - Perth to Busselton (subject to inclusion in State Infrastructure Strategy).
- Endorses the Chief Executive Officer to submit funding applications for priorities detailed in 2. and 3. above should the opportunity arise.

September 2023 - OC/2023/174 - Council:

1. Endorses the Shire of Capel's Long Term Financial Plan (LTFP) 2024-2034 as part of the Shire's Integrated Planning and Reporting (IPR) Framework.
2. Endorses the Chief Executive Officer to make revisions and inclusions to the Shire's 'Advocacy Prospectus 2023 and Beyond' document, ensuring its alignment with the Shire's LTFP.
3. Endorses the Chief Executive Officer to submit funding applications for priorities detailed in the Advocacy Prospectus as the opportunities arise.
'Advocacy Prospectus 2023 & Beyond' Priorities
 1. Dalyellup Multipurpose Community and Youth Centre (DMCYC).
 2. Bunbury – Capel – Busselton Cycle Link.
 3. Agribusiness Precinct.
 4. Bridge Infrastructure – Mallokup Bridge.
 5. Essential Infrastructure (power, water, sewerage).
 6. Industrial Remediation (advocacy / pressure on industry to fast track the clean-up and remediation of strategically located sites with development potential).



Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 3 - Foster a dynamic, diverse and strong local economy

3.1 Increased support and advocacy to stimulate greater local business success, investment and diversity

3.2 Effective promotion of the Shire and its towns

3.4 Continued improvement in town centre vibrancy

Direction 6 - Effective communication, engagement and relationship development

6.1 Greater trust and the development of positive relationships within the Shire and with the community

6.2 Improved cross sector relationships and collaboration

Corporate Business Plan 2023-2027

CEO 2 - Local Economy - Implement the adopted Economic Development Framework that supports and advocates for greater local business success, investment, and diversity, via annual actions in the CBP

CEO 11 - Regional Outcomes - Develop and maintain positive regional collaboration with other local authorities, government departments, commercial organisations and businesses to achieve individual Shire and regional outcomes.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government Act 1995, Section 5.56

5.56 Planning for the Future

1. A local government is to plan for the future of the district.

2. A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

The Integrated Planning and Reporting Framework and associated guidelines were introduced in Western Australia during 2013-14 as part of the State Government's Local Government Reform Program. Integrated planning is the development and delivery of a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP).

All local governments in Western Australia are required to produce a 'Plan for the Future' for their district under S5.56(1) of the *Local Government Act 1995*.

Local Government (Administration) Regulations 1996 now prescribe the requirement to prepare a Strategic Community Plan and Corporate Business Plan as part of the 'Plan for the Future'.



These plans are designed to deliver the following outcomes:

- A long term strategic plan that clearly links the community’s aspirations with the Council’s vision and long term strategy.
- A corporate business plan that integrates resourcing plans and specific Council plans with the strategic plan.
- A clearly stated vision for the future viability of the local government area.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Preparation of an Integrated Plan and Budget.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Reputation Rating: Medium	Possible	Moderate	Professionally and succinctly present Capel’s strategic priorities to such investors/agencies and secure funding.
Risk Description: Failure to present the Shire professionally to Government, stakeholders, funding bodies and the community.			
Risk 2 Service Delivery Rating: Medium	Possible	Moderate	Development of an integrated Plan for the Future supported in delivery by a strategic advocacy approach to secure necessary funding.
Risk Description: Failure to secure required funding to provide essential facilities and service; increasing reliance on rates-driven revenue.			
Opportunity: Preparation and presentation of a professional advocacy prospectus and campaign, strengthens the Shire’s reputation with stakeholders and delivers facilities and services to the community.			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

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



Sustainability Implications

Climate Change and Environmental

There are no relevant climate change and environmental implications relevant to this item.

Social

There are no relevant social implications relevant to this item.

Economic

Collaboration and alignment between local governments and regional organisations in the region and sub-region is essential.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

Shire President is a recently added member of the BGEA Board and involved in the development of the Investment Prospectus at a strategic level.

Internal Consultation

Through the representation on the BGEA Board of the Shire President, the Capel Shire Administration has had the opportunity to review drafts of the Investment Prospectus during the development, provide feedback and input, and to ensure alignment with the Shire's adopted Advocacy Prospectus 2032 and beyond.

Officer Comment

The Bunbury Geographe Economic Alliance has been working with their Local Government partners (through the BGEA Local Government Executive Committee) including the Shire of Capel to encourage State and Federal Governments to consider the next phase of major investment to drive economic development in the Region.

This has culminated in the preparation of the attached Investment Prospectus, with the BGEA writing to the Shire (Dated 30 January 2024 – Attachment 13.2.1) seeking Council endorsement, prior to public release.

The BGEA Investment Prospectus includes:

- Organisational Background.
- Regional Overview.
- Strategic Competitive Advantage and Economic Snapshot.
- Priority Projects.



Priority Projects identified in the Investment Prospectus includes:

- Kemerton Strategic Industrial Area.
- Agribusiness Precinct – aligning to the work currently being undertaken by the Shire.
- Port Expansion
- AMTECH – Advanced Manufacturing and Technology Hub.
- Intermodal Terminal.

Summary

The BGEA Investment Prospectus has been developed and presented for Council's consideration and proposed endorsement. The Prospectus is aligned and may contribute to the outcomes being sought by the Shire of Capel, as detailed in our own Advocacy Prospectus.

Voting Requirements

Simple Majority

Officer's Recommendation – 13.2.

That Council:

1. **Notes the request by the Bunbury Geographe Economic Alliance (BGEA) contained in correspondence (dated 30 January 2024 – Attachment 13.2.1); and**
2. **Endorses the Bunbury Geographe Economic Alliance Investment Prospectus (Attachment 13.2.2) to ensure the alignment of key messaging and advocacy.**



4 Stephen Street
BUNBURY WA 6230
PO Box 21
BUNBURY WA 6231

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e: admin@bgea.com.au
bgea.com.au

30 January 2024

Attn: Mr Gordon MacMile
CEO
Shire of Capel
PO Box 369,
Capel WA 6271

Dear Gordon,

Endorsement of Bunbury Geographe Investment Prospectus

As you would be aware Bunbury Geographe Economic Alliance (BGEA) has been working with its Local Government partners (through the BGEA Local Government Executive Committee) to encourage State and Federal Governments to consider the next phase of major investment to drive economic development in the Region.

This has culminated in the preparation of the attached **Investment Prospectus**.

The Prospectus seeks to remind Governments of the strategic importance of the Region and in particular Greater Bunbury to the States economy and future population growth. It also seeks to show a strong collaboration between the key Local Governments on initiatives that will drive economic development in the Region over the next decade.

Before the Prospectus is publicly released, I wish to seek the endorsement of your elected members to ensure full alignment with the key messaging.

If there is any further background information required to assist in this process, please let me know.

I look forward to your Councils consideration.

Yours sincerely

Brant Edwards
Chief Executive Officer
Bunbury Geographe Economic Alliance





Photo Courtesy of RCR



**BUNBURY
GEOGRAPHE**
Economic Alliance

INVESTMENT PROSPECTUS

MAJOR INVESTMENT VISION





INTRODUCTION

Bunbury Geographe Economic Alliance, in conjunction with its Local Government partners, the City of Bunbury and Shires of Capel, Dardanup and Harvey, are pleased to present the Greater Bunbury Investment Prospectus.

The Prospectus revisits several of the key opportunities identified in the Bunbury Geographe Regional Growth Plan which was published in 2016. The Growth Plan outlines a comprehensive economic development planning process in which government, industry, and the community worked together to design a roadmap for creating wealth, employment, and prosperity in the Region. The Plan explored in great detail the Region’s competitive advantages, emerging global trends, and key growth drivers to define a range of priority initiatives. The Growth Plan, for the most part, remains current and relevant today.

In the years since the Growth Plan was published, we have also seen a greater focus on regional areas, with governments becoming increasingly aware of the value of strong, diversified, and sustainable regional communities. The impact of the COVID-19 pandemic also brought renewed interest in regional cities and towns for liveability and lifestyle benefits.

The CSIRO’s Australian National Outlook 2019 identifies the significant opportunities afforded by regional satellite cities such as Greater Bunbury:

“A move of population and services to satellite cities that are tightly connected to the capital cities would improve the quality of life for both”. (CSIRO, 2019)

This opportunity was also identified by the Department of Planning, Lands and Heritage (DPLH) and the WA Planning Commission (WAPC) in their report titled Bunbury Geographe Sub-regional Strategy, 2022:

“If visionary decisions are made today, it is possible that the ongoing growth of the capital cities will result in the rise of satellite cities that are able to offer a coastal suburban lifestyle within two hours’ travel from a capital city.

Satellite cities such as Wollongong, Newcastle, Geelong and Bunbury are expected to thrive into the future if connecting infrastructure is developed, such as high-speed rail, that enables access to capital city opportunity. With tight connectivity, the satellite city is expected to provide lifestyle and housing options that contrast to what is available in their respective capital cities”.

The decentralisation agenda has certainly gained unprecedented focus as a result of the COVID-19 pandemic as people seek out better lifestyle options outside of the major capital cities. Despite this trend, Perth is still home to over 80% of WA’s population, as per the 2021 census. For Bunbury Geographe to solidify its position as the States Major Regional Centre, it will need to continue to expand its economic base. This can be accomplished through the strategic implementation of associated employment opportunities, improved transportation links, and the creation and expansion of essential infrastructure. The ability to house and service a growing population is essential to the success of these goals. Future growth will also need to minimise environmental impact and preserve or enhance the “clean and green” reputation so often valued by those relocating from major cities.

The Investment Prospectus identifies a small number of key projects which have been determined to bring the next phase of significant private and Government investment and job creation to the region. These projects leverage the Region’s competitive strengths as identified in the Bunbury Geographe Growth Plan and are consistent with State and Federal Government key economic drivers.

The Local Governments of the Greater Bunbury Region are committed to collaborating with the State and Federal Governments on a strategic investment plan for the Region to enable this future growth.

BGEA and Local Government Partners acknowledges the Noongar people as the First Nations people. We pay our respect to their Elders past, present and emerging, and welcomes opportunities for Noongar economic development.

VISION

By 2050 Bunbury Geopraphe will be a diversified, creative, vibrant, and connected region, internationally recognised for its quality of life and environmental sustainability; “a good place to do business”.

VALUES

INCLUSIVE GROWTH

Supporting balanced, sustainable economic growth that delivers prosperity and rewarding jobs for everyone.

CONNECTED

Pursuing a globally engaged future, outwardly focused, and digitally connected.

SUSTAINABLE

Valuing the unique environmental wealth that defines our region and pursuing a sustainable future that builds on this wealth.

COLLABORATIVE

Working together across the community where all citizens are respected and the pursuit of reconciliation with the Noongar people is ongoing.

CREATIVE

Embracing a culture that nurtures and rewards creativity, innovation, and continuous learning.



Photo Courtesy of RCR

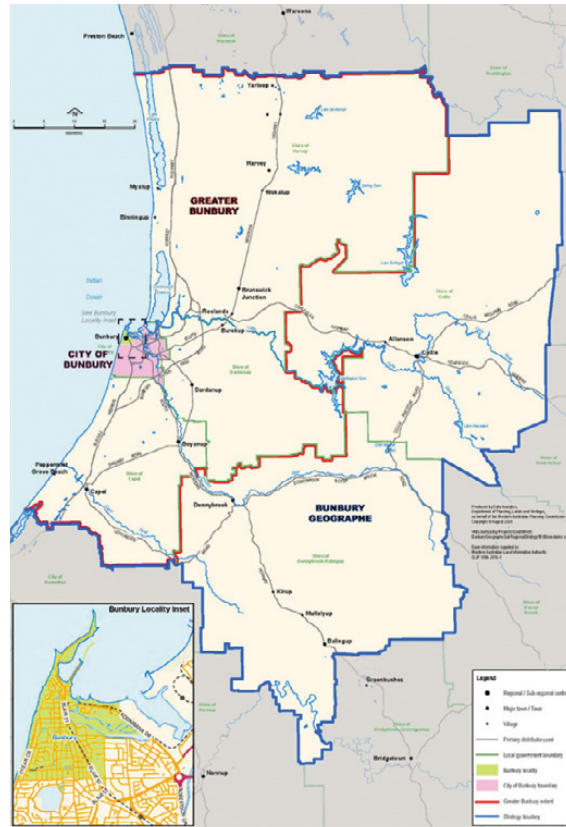
REGIONAL OVERVIEW

The Bunbury-Geopraphe sub-region is located between 120 to 240 kilometres south of Perth CBD within the South West Region of Western Australia.

Greater Bunbury is home to the majority of the population within the Bunbury Geopraphe Region with 94,415 residents (ABS, 2021). It incorporates the Local Government areas of Bunbury, Harvey, Capel, and Dardanup.

Bunbury Geopraphe is a connected region;

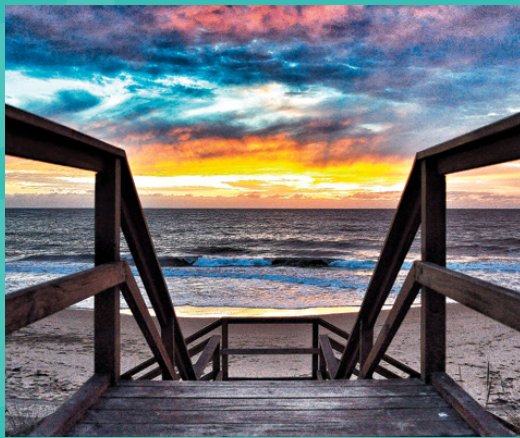
- Centred around a deep-water port and a freight network that connects globally, particularly with Asia.
- Rail network that connects the Port to Perth and Collie and facilitates the movement of several bulk commodities such as alumina, coal, caustic soda, and grain plus a twice daily passenger service.
- The Busselton-Margaret River airport is 40 mins from Bunbury and now offers direct flights to Melbourne and Sydney with future opportunities for direct international flights.
- The Forrest Highway is a dual lane highway from Bunbury to Perth. The Bunbury Outer Ring Road project, once completed in late 2024, will further enhance freight traffic movements around Greater Bunbury with good connection to the Port.
- The Region is also fortunate to have a range of higher-level services and facilities, including the Bunbury campus of Edith Cowan University, South Regional TAFE, and the South West Health Campus which includes Bunbury Regional hospital and St John of God private hospital.



STRATEGIC COMPETITIVE ADVANTAGE

Bunbury Geographe has a compelling strategic competitive advantage to respond to the opportunities created by megatrends;

- **Natural Wealth** – a clean and green environment, a global Biodiversity hotspot. Pristine, uncrowded beaches, large tracts of native forest and a variety of unpolluted waterways. Food production and tourism is recognised internationally for these clean and green attributes.
- **Social Capital and Lifestyle** – educated and diversely skilled workforce. A hub of high quality health, education and recreational facilities. Affordable housing compared to the metro area and yet less that two hours drive away.
- **Industry and Infrastructure** – a very diverse economy with substantial contributions from mining, manufacturing (which includes food processing such as abattoirs and dairies), construction, health care and social assistance, retail trade, education and transport and logistics. Perfectly positioned to capitalise on opportunities underpinned by current global megatrends. This includes Decarbonisation and the Asian Century - where two thirds of the worlds middle class will reside in Asia by 2030.



ECONOMIC SNAPSHOT

The Bunbury Geographe region is characterised by a very diverse range of industries which creates a stable economic base The Region's Gross Regional Product was \$10 Billion in 2021, which has doubled over the past 10 years.

Economic Output and Employment by industry sector is provided in the figures to the right.

BUNBURY GEOGRAPHE EMPLOYMENT BY SECTOR - JOBS 48,816

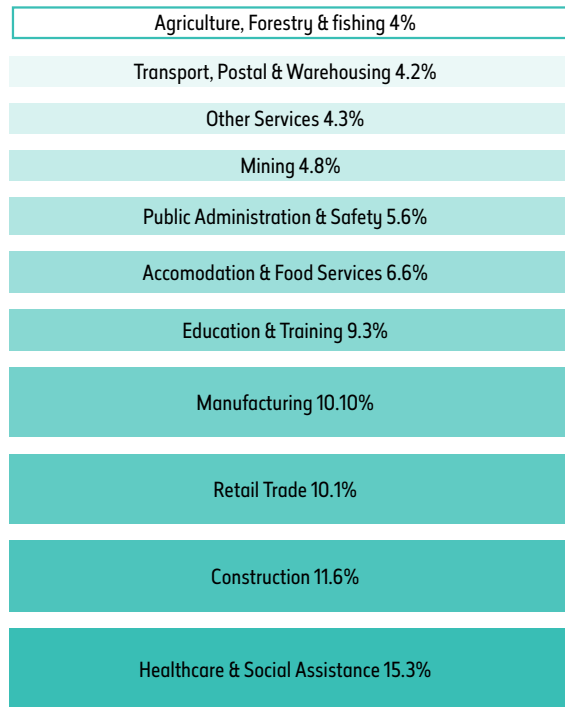


Figure 1. Bunbury Geographe - Employment by Sector (ABS 2021)

BUNBURY GEOGRAPHE OUTPUT BY SECTOR - \$24 BILLION

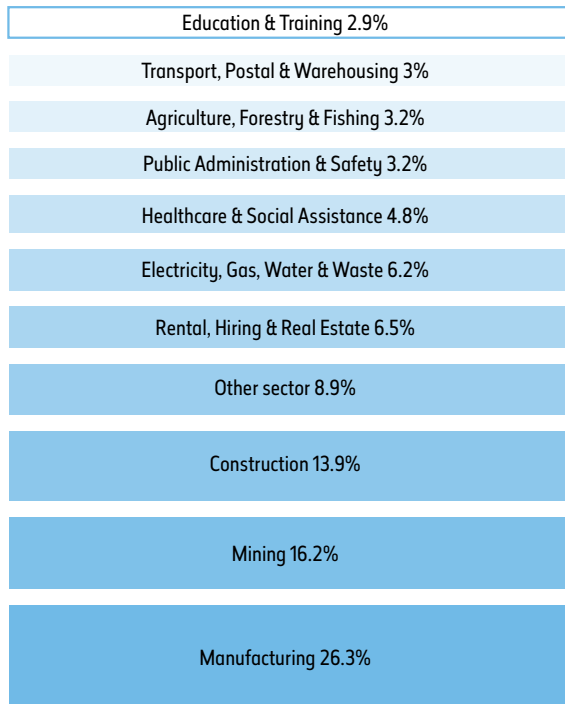


Figure 2. Bunbury Geographe - Output by Sector (ABS 2021)

PRIORITY PROJECTS

KEMERTON STRATEGIC INDUSTRIAL AREA

- Huge undeveloped heavy industrial landholding.
- Surrounded by comprehensive industrial buffer yet proximal to major population centres.
- Direct Highway access and just 20kms from Bunbury Port.
- With completion of essential services and environmental approvals it will be a globally attractive destination for future investment.

For further information contact – BGEA or Shire of Harvey.

The Kemerton Strategic Industrial Area was established by the State Government in 1985. It is the largest industrial area in the Region and one of the state’s designated “strategic industrial areas” (SIA). Originally intended to provide alternatives to the Kwinana and Rockingham heavy industrial estates near Perth, the Kemerton SIA has the potential to become a thriving hub for employment and outputs for the Greater Bunbury region.

The Kemerton SIA attracted initial investment with Simcoa commissioning its silicon plant in 1989 and Tronox’s titanium dioxide plant in 1990. For nearly two decades investment was limited to utility providers, including a gas fired (with diesel back up) peaking power plant, Water Corporation with a water treatment plant, and Tesla with a diesel peaking power plant.

In 2018, Albemarle made a final investment decision to proceed with a lithium hydroxide plant to process spodumene ore from Talison’s Greenbushes mine, with construction commencing in 2019 and commissioning now in the final stages.

The Kemerton SIA is in an enviable position with a total land area of 7,605 hectares (ha). This includes a 2,025ha industrial core area, a 293ha support industry area and a 5,437ha buffer area.

BGEA expects that the Kemerton SIA will play a pivotal role in the continued economic development of the Bunbury Geographie region. Opportunities align well with the State Government’s objective of diversifying and growing regional economies and communities. There remains huge development potential at Kemerton SIA, especially with Perth’s SIAs reaching capacity.

The Kemerton SIA is however heavily constrained by a lack of State and Federal environmental approvals and a lack of essential services. The current power supply is fully utilized, water and waste disposal options are limited, the main access road is not to a heavy haulage standard, and there is no rail access. If the Kemerton SIA could be developed to a largely “shovel ready” stage, it would be a globally attractive location for new heavy industry.

Power supply is the most critical issue and limited by a fully utilised transmission network into Kemerton. This is restricting the existing tenants’ ability to expand operations. Further new tenants would need to develop an alternative power supply, which is highly undesirable.

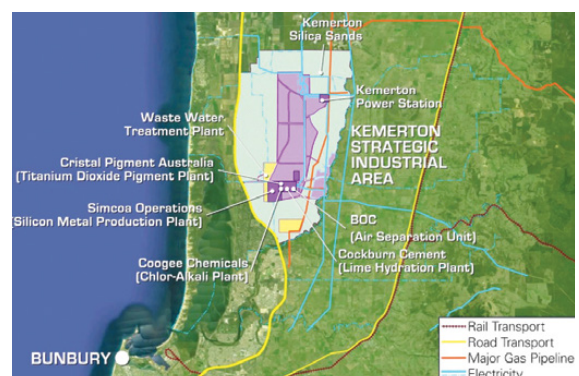
There is currently an opportunity for a viable solution for additional power supply infrastructure to be installed at the Kemerton SIA. This would service both the proposed expansion of Albemarle’s lithium hydroxide plant and provide additional supply capacity for other existing and future tenants. A new power line is currently being designed by Western Power which will service Albemarle’s future expansion, and it can easily be engineered to provide additional capacity for future supply.

This represents a cost effective solution for the State Government as Albemarle will provide a financial contribution to this infrastructure. If this opportunity to develop additional supply capacity (beyond Albemarle’s requirements) is not taken up, it will further complicate any future solution. Additional transmission will also require the installation of a new switchyard which would ideally be cited adjacent to Marriot Road. The estimated capital cost is \$50 million.

Additional funding is required for Main Roads to upgrade the main entrance road (Marriot Rd) to a heavy haulage standard. The current road provides a safety risk with employee and public traffic interacting with a large number of heavy haulage movements for this project.

In summary State Government support is urgently required to:

- Install additional power transmission line and associated switchyards
- Undertake feasibility of Kemerton rail spur line
- Upgrade Marriot Rd to heavy haulage standard
- Complete environmental approvals
- Identify long term water supply and waste disposal solutions



AGRI PRECINCT

- Bunbury Geographe is centred in a very large and diversified agricultural sector.
- There is currently no Agri facility in the Region.
- An Agri precinct would promote efficiencies through supply chains and shared facilities and secondary products.
- An Agri precinct would encourage further investment in modern technology and food processing.

For further information contact BGEA and Shire of Capel.

The Bunbury Geographe Regional Growth Plan identified that the region's economy is diverse with substantial contributions from manufacturing, mining, transport, and logistics. The major trade sectors in the region are mining and manufacturing, with includes food processing such as abattoirs and dairies. The significant agriculture, forestry and associated processing sectors supply dairy, beef, vegetables, wine and wood / timber products for domestic consumption and increasingly export markets.

Priority goals identified in the Growth Plan include Agriculture and Agribusiness, and Transport and Logistics. These goals have been determined to be vital to bridge the gap between the identified opportunity and the future economic success of the region but are reliant upon the development of an export-oriented cornerstone industry for the region.

The further development of the Busselton Airport will also create new opportunities for efficient export of agricultural products from the Region.

Having a dedicated Agri Precinct in the Region facilitates synergies between complementary agricultural manufacturing and value-adding businesses including the development of integrated food and supply chain industries, such as the future development of the Boyanup Cattle Saleyards.

The State Government announced through WA Meat and Livestock Authority in August 2018 the intention to seek expressions of interest (EOI) from potential investors to establish and operate a replacement South West saleyard. This EOI indicated the facility would be reliant on private sector and potentially Local Government investment; a range of options would be considered; and that the State Government would not fund the construction of a new saleyard. This process proved unsuccessful.

The Boyanup Cattle Saleyards are an important strategic asset for the South West livestock industry and the Shire of Capel. The Deloitte Access Economics report of October 2017 identified the need for a replacement Saleyard facility in the South West Region, should the Boyanup Saleyards be closed. The EOI process conducted by Western Australian Meat Industry Authority (WAMIA) on behalf of the State Government in August 2018, did not receive sufficient responses to progress a viable saleyard replacement option for the South West Region.

WAMIA and the Minister for Primary Industries and Regional Development subsequently sought the Shire of Capel's support to renew the current lease agreement operation of the Boyanup Cattle Saleyards. This work resulted in reports to the Council in May and June 2021, seeking the Council approve advertising the disposition of the Boyanup Cattle Saleyards.

Despite this, the Capel Shire Council approved the continued use of the Boyanup Cattle Saleyards for an initial term of 10 years with a further term of 10 years by mutual agreement.

With the Saleyards set to continue operation for the foreseeable future, it is important that this time is used to identify and explore future solutions.

To do this, funding support is requested from the State Government to build on the previous studies that have been undertaken to systematically work through the following stages:

1	Industry, Government and Key Stakeholder Engagement.
2	Demand and Opportunity Identification.
3	Site Identification and Analysis (Opportunities and Constraints) – including draft master planning, order of magnitude costing, and high-level development guidance.
4	Feasibility - including detailed costs, funding and investment, design, development, staging and ownership, management, and operational considerations.
5	Business Case.
6	Approval, Construction and Operation.

AGRICULTURE AND AGRIBUSINESS

"There are a number of factors reinforcing agriculture and food production as a key export opportunity for the region. Efficient supply chains, together with modern processing and packaging technologies will assist delivery of premium produce in a timely and reliable manner." - *Bunbury Geographe Growth Plan, 2016*

PORT EXPANSION

- The Bunbury Port has a large undeveloped landholding at a time when metro Ports are heavily constrained.
- The Port is experiencing record trade as the lithium and grain markets rapidly expand, and other exports are at peak outputs.
- New berths and supporting infrastructure are required to accommodate this continued growth and facilitate new trade to the Region which has a lot of upstream and downstream benefits to the Regional economy.

For further information contact BGEA, Bunbury Port, and City of Bunbury.

The Port of Bunbury is central to the Region's economic success as it attracts investment and facilitates the exportation of the Region's specialist commodities. Despite record throughputs in recent years, there remains huge growth potential for the Port.

Surrounded by a large undeveloped landholding there remains the potential for new and improved infrastructure for storage, transport, and processing. The Port's access to transport networks and its location just outside of the Perth metropolitan area means that the Port of Bunbury has the opportunity and facilities to accept some of the imports bound for the metro area as these Ports are reaching full capacity and are heavily constrained. The proposed redevelopment of North Quay in Fremantle provides a unique opportunity to permanently relocate the Roll On/Roll Off (RORO) trade to Bunbury and in doing so create the opportunity for new supporting industries to establish in the Region.

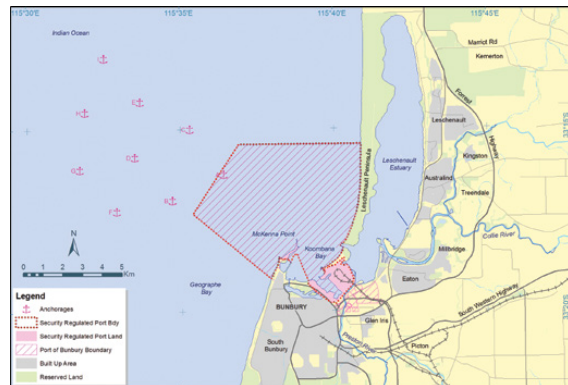
Additionally, by expanding the Ports there is the additional opportunity to support the renewable energy transition and in particular the proposed offshore wind projects for Geographe Bay. Furthermore, berth developments would allow for the storage, erection, and transportation of wind turbines while supporting a significant new local industry and become a hub for renewable energy in WA.

The Port of Bunbury Master Plan, endorsed by the WA State Government in 2022, identifies the need for an additional two Berths in the next five years just to support the organic growth of the Port. This requirement may become more urgent and more extensive based on the RORO and renewable energy opportunities.

As a minimum the Port Master Plan identifies the need for State and Federal Government funding in the following:

- | | |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | A new Bulk Materials Berth which has been identified as Berth 14 to support Berth 8 operations. |
| 2 | A new multi-user Berth (Berth 7) to support multi-user operations including containers and RORO operations. Including dredging to maintain Berth 7 at the same depth as the existing basin is also required. |

Previous transport studies have identified that the rail line between Brunswick Junction and Bunbury Port is operating close to capacity. Any expansion of Port capacity will also need to address this bottleneck in the rail freight network which will require duplication (and grade separation) to meet the growing demand for bulk and other freight movements to and from the Port. Other freight rail upgrades will need to be considered in the medium- to long-term, including the Bunbury to Perth line north of Brunswick Junction, with a transition to standard gauge rail.



AMTECH

- State and Federal Governments recognise the importance of advanced manufacturing to improve competitiveness in the global manufacturing sector and therefore grow the sector in Australia.
- Bunbury Geographe is well positioned to expand through advanced manufacturing. It already has substantial manufacturing and engineering capability, a skilled workforce, and a number of emerging opportunities through critical minerals, rail cars and renewable energy.
- The capital cost in establishing advanced manufacturing facilities can be prohibitive for any individual company alone.
- Government support to establish a shared (common user) facility allows a cost-effective entry point for many Companies and often encourages partnerships in new product development.

For further information contact BGEA, SWDC and RCR Engineering.

The WA government has pinpointed technology and advanced manufacturing as a crucial economic sector requiring prioritisation. This was originally defined in the WA Government's economic development framework, Diversify WA (2019), which identifies priority sectors for strategic development that match Western Australia's unique strengths with global trends to achieve growth across the economy. This was supported by the Investment Attraction Fund which supports activities that will improve value and productivity across multiple sectors of the economy, including advanced manufacturing.

Advanced manufacturing was also identified by the Federal Government in the Australian Government's Modern Manufacturing Strategy in 2020, aimed at assisting Australian manufacturers in becoming more competitive, resilient and providing the ability to scale-up to develop a globally significant supply of manufacturers.

This emphasis aims to foster economic growth, job creation, and the long-term stability of the State. Moreover, at a regional scale, advanced manufacturing is acknowledged as a major economic driver in Southwest WA, holding substantial potential for further progress. Manufacturing is the second largest contributor to the South West's Gross Regional Product contributing 23% of the total value. This recognition has been underscored by the substantial interest exhibited by local companies in the establishment of an advanced manufacturing and technology hub in the region. The Western Australian State Government has provided funding to complete a feasibility study and business case for an Advanced Manufacturing and Technology Hub (AMTECH) in the Bunbury region. This work has commenced and is being led by the South West Development Commission (SWDC).

In parallel to the SWDC study, RCR Engineering is also progressing with a plan to develop an advanced manufacturing facility on privately owned land in the Waterloo Industrial Park. RCR are in advanced discussions with several companies (in the agriculture

and mining sectors) for the manufacture of rail wagons. With these wagons currently sourced almost exclusively from China, RCR recognises that an advanced manufacturing facility is essential to be price competitive with the Chinese suppliers. In addition to rail wagons, there is also opportunities to manufacture components for other industries, including wind turbine components, particularly the towers to support the growth of the wind sector including future offshore wind farms in the Region. RCR have also begun investigating various upcoming defence contracts.

The challenge with ensuring cost competitiveness is not only manufacturing costs but also the initial capital costs to develop such a facility. RCR has commenced discussions in relation to financial support from the State Government to assist in the purchase of advanced manufacturing equipment subject to them securing one or more rail wagon contracts. The required equipment is likely to include automated gantries and robotic welders and also other elements for component machining and blast and paint booths. RCR believe that this facility could potentially be utilised by other local companies. They believe it is likely that other local companies would be required to support the manufacture of the aforementioned rail wagons, wind towers, and more. The site is well located adjacent to the South West Main Line railway, South West Highway, and Bunbury Outer Ring Rd and there are large areas of undeveloped land which can accommodate future growth.

This represents a fantastic opportunity to expand existing capacity and capabilities a manufacturing industry in the South West region using the latest technology. This opportunity also offers an inevitable boost in employment, training, and skills development in this sector.

It is requested that the Western Australian and Federal Governments support these advanced manufacturing initiatives to the full extent possible as this will be a major growth driver for the Region, now and into the future.





Photo courtesy of Intermodal Group

INTERMODAL TERMINAL

- The Region has no container rail service currently available.
- An IMT will improve container freight efficiency to the major markets, encouraging expansion of exported goods from the Region.
- IMT's are the catalyst for new supporting enterprises such as logistics, warehousing and secondary processing.
- Substantial containerised freight is currently trucked to Perth and beyond at a time when State and Federal Governments are spending billions of dollars to improve congestion and efficiency of the Regions roads.

For further information contact BGEA, the Intermodal Group and Shire of Dardanup.

The Department of Transport's South West Supply Chain Strategy 2020 considered that the Waterloo Industrial Precinct to be an optimal location for an intermodal terminal (IMT). There is no container rail service currently available for the movement of general and containerised freight between the South West and Perth. All container movements are currently made on trucks. This has placed additional pressure on local roads at a time when State and Federal Governments are spending billions of dollars on road upgrades to cater for population growth and increased tourism in the Bunbury-Geographe Region. Rail is a more efficient and environmentally friendly mode of transport. The South West Supply Chain Strategy also recognised that an IMT developed outside of the Port precinct, initially to transport containers to Perth via rail, could be the origin of a future shuttle service to Bunbury Port, similar to the rail shuttle which currently runs from Forrestfield to North Quay in North Fremantle.

10 | BGEA INVESTMENT PROSPECTUS

The Intermodal Group (IMG) has conducted its own assessment of the current demand for a containerised freight service and reviewed a number of potential sites in the Bunbury Geographe region. It concurs with the Department of Transport (DOT) study that the Waterloo Industrial Precinct is the most favourable location, given its strategic location adjacent to the main Highways and railway lines between Bunbury and Perth, while being just six kilometres from the Bunbury Port. The availability of substantial industrial land at the site is also very attractive because it is expected that an IMT would attract other businesses such as warehousing and logistics to co-locate to the area. In doing so this would create a number of new jobs and industries in the Region.

Having selected Waterloo as the preferred site, IMG were made aware of RCR Engineering's proposal for an advanced manufacturing facility within the Industrial Park. In reviewing the needs of both Projects, it was evident there was clear synergies and several cost saving opportunities if the two projects were combined on the one location. IMG and RCR have developed a concept design (attached) and are seeking Government support to progress these Projects.

It is proposed that the intermodal facility would be an open access multi user site with the rail sidings to be located within the existing rail corridor. State Government support is required to fund the development of the rail assets to enable this Project.

The remainder of the project site is on privately owned land and the owner is eager to support the development of the IMT hardstand area and RCR AMTECH facility.

PROSPECTUS REFERENCE LIST

1. WAPC – SW Planning Infrastructure Framework 2015
2. BGEA – Bunbury Geographe Growth Plan 2016
3. DOT – SW Supply Chain Strategy 2020
4. SWDC – Strategic Plan 2021-2023
5. Infrastructure WA – State Infrastructure Strategy 2021
6. RDA – South West Futures 2022
7. Bunbury Port – Master Plan 2022

SUPPORTING DOCUMENTS

1. Bunbury Port Upgrades (Roll on Roll off, Container Handling) (References 1-7)
2. Freight Rail Network Upgrades (References 1-7)
 - a. Duplication of the Rail between Picton and Brunswick (including grade separation where possible – Burekup
 - b. Making provision for Standard Gauge
3. Intermodal Terminal at Waterloo (Waterloo Industrial Park District Structure Plan, References 3 and 6)
4. South West AMTECH (SWDC CEO Presentation AMTECH Forum, Paxon report AMTECH February 2022, References 2,3,4,5,6,7)
 - a. Critical Minerals downstream production and value-chain gaps
 - b. Rail car component manufacture to support grain and minerals sectors
 - c. Manufacturing and procurement opportunities associated with lifetime support of wind farm turbine componentry for renewable wind energy sector



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14. Infrastructure and Development Reports

14.1. Bunbury Outer Ring Road - Extension of Road Closures

Author	Manager Projects, Engineering & Assets, Shawn Lombard
Authorising Officer	Director Infrastructure Development, Tanya Gillett
Nature of the Decision	Legislative
Attachments	1. Request for closure extensions [14.1.1 - 2 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Approve an extension of the temporary closures for three (3) road segments as requested by Main Roads Western Australia (MRWA).

Officer's Recommendation

That Council endorse the extension of temporary closures of four (4) road segments being portions of Woods Road, Yalinda Drive, Lillydale Road and Eucalypt Drive as presented in Attachment 14.1.1 until December 2024.

Background

South West Gateway Alliance contacted the Shire on 18 January 2024 to request an extension of temporary road closures for the road segments of Woods Road, Yalinda Drive and Eucalypt Drive.

Through the consideration of the request and communication with MRWA, it was then identified that the closure would be required until October 2024.

Previous Decisions of Council

OCM 22 February 2023 – Council endorsed the temporary road closure segments being portions of Woods Road, Yalinda Drive, Eucalypt Drive and Lillydale Road. The approved maps stated that the temporary closures were required until February 2024.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 1 - Strengthen and enhance the well-being of our community
1.4 A safe and prepared community

Direction 2 - Manage and protect our environment
2.7 Urban planning that supports sustainable development



Direction 4 - Deliver good leadership, governance and decision-making

4.2 Informed and transparent decision making

4.3 Contemporary planning and local development

Direction 5 - Provide and maintain suitable infrastructure and facilities

5.3 Better and safer roads.

Corporate Business Plan 2023-2027

ATS 7 - Oversee Statutory administration of relevant Acts for roads:

- Road Closures
 - Assess and Audit Traffic Management Plans
 - Works by Others
 - Alterations to speed zoning
 - Road naming
 - Etc.

ATS 12 - Review and respond to requests for information related to other State and Federal agencies e.g. PTA bus stops, BORR etc.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

The following Legislative framework applies:

Local Government Act 1995;

Subdivision 5 – Certain provisions about thoroughfares

3.50. Closing certain thoroughfares to vehicles

(1) A local government may close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks.

(1a) A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.

(2) The order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as may be specified in the order and may contain exceptions.

[(3) deleted]

(4) Before it makes an order wholly or partially closing a thoroughfare to the passage of vehicles for a period exceeding 4 weeks or continuing the closure of a thoroughfare, the local government is to –

(a) give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare and where, when, and why it would be closed, and inviting submissions from any person who wishes to make a submission; and

(b) give written notice to each person who –

(i) is prescribed for the purposes of this section; or



- (ii) owns land that is prescribed for the purposes of this section; and
- (c) allow a reasonable time for submissions to be made and consider any submissions made.
- (5) The local government is to send to the Commissioner of Main Roads appointed under the Main Roads Act 1930 a copy of the contents of the notice required by subsection (4)(a).
- (6) An order under this section has effect according to its terms, but may be revoked by the local government, or by the Minister, by order of which local public notice is given.
- [(7) deleted]
- (8) If, under subsection (1), a thoroughfare is closed without giving local public notice, the local government is to give local public notice of the closure as soon as practicable after the thoroughfare is closed.
- (9) The requirement in subsection (8) ceases to apply if the thoroughfare is reopened.

Land Administration Act 1997, Part 2 – General administration,

- Division 3 – General;
 - Section 26. Constitution, etc. of land districts and townsites;
 - Section 26A. Names of roads and areas in new subdivisions.
- Part 5, Division 1- Conventional Roads
 - Section 56 Dedication of land as road
 - Section 58 Closing roads
- *Land Information Authority Regulations 2007*
- Australian Standard AS/NZS 4819:2011 Rural and urban addressing

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Asset Management
- Risk Management Framework

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Reputation Rating: High	Likely	Moderate	Assisting the South West Gateway Alliance with the relevant approvals to reduce further delays.
Risk Description: Impact of potential delays of the project, resulting in extended interference with the community.			
Opportunity: The opportunity for the Shire is that all legislative processes required for the BORR road closures are completed.			



Financial Implications

Budget

There are no financial implications relevant to this proposal. Road closure fee under the Shire's adopted fees and charges may apply.

Long Term

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

Sustainability Implications

Climate Change and Environmental

There are no relevant climate change and environmental implications relevant to this item.

Social

The approval of the extension will allow for project to continue operation, failure to do this could cause further social implications as the project timeline will be extended out. The Shire supports the project being completed in a timely manner to allow the community to operate without the disruption of the works.

Economic

There are no relevant economic implications relevant to this item.

Asset

The road closures have already been under a temporary closure, the additional 8-month extension should not cause any major implication for the asset.



Consultation/Engagement

External Consultation

Consultation was undertaken for the requirements around the closure request with South West Gateway Alliance following the initial request.

All affected landowners were individually consulted via correspondence regarding the originally proposed temporary road closures.

Further, public notice has been published in the Bunbury Herald dated Tuesday, 20 February 2024.

Submissions will be open to the public until Tuesday, 27 February 2024 to allow the community as much time under the period as possible. A late attachment will be provided to the Councillors prior to the meeting with the submissions received.

Internal Consultation

Consultation was undertaken between the Projects, Engineering and Assets Team and the Governance Team.

Officer Comment

The closure of the four (4) road segments relating to this item were approved in February 2023.

Following a letter of request being received from South West Gateway Alliance, Shire Officers have tried to ensure a transparent and compliant process still be undertaken with little disruption to the project.

The Council Recommendation reflects an approval date of December 2024, for any additional contingencies that may be required, however the approval provided to South West Gateway Alliance will be to October 2024.

The Shire understands the disruption that will be caused to the community, however, note that as the works are already partially completed, the refusal of the item may cause extended delays of the project.

Should Council not support the Officer Recommendation to support the extended closure of these roads due to resident concerns, the MRWA request will then become one of Ministerial intervention and approval, should the road closures be required for the BORR project to be carried through within the Gelorup community.

It is noted that request from the Shire will be made to South West Gateway Alliance for extended notice periods to allow the Shire enough time to undertake consultation and communication to the community.

Summary

The Council is requested to approve the proposed extension of closures to ensure that the Bunbury Outer Ring Project can continue to proceed without additional delays. Ensuring that the community have been advised with as much notice as possible.



Voting Requirements

Simple Majority

Officer's Recommendation – 14.1.

That Council endorse the extension of temporary closures of four (4) road segments being portions of Woods Road, Yalinda Drive, Lillydale Road and Eucalypt Drive as presented in Attachment 14.1.1 until December 2024.



South West Gateway Alliance T 1800 979 770
 Suite 3, 3 Craig Street, Burswood E enquiries@swgateway.com.au
 Western Australia 6100



13-Feb-24

Mr Gordon MacMile
 Chief Executive Officer
 Shire of Capel

By email

Dear Gordon,

RE: Bunbury Outer Ring Road – Request to extend the closure of Yalinda Drive, Eucalypt Drive, Woods Road and Lillydale Road.

The closure of the above roads was subject to a Public Notice period in accordance with Section 3.50 of the Local Government Act 1995. The Shire of Capel approved these closures following the advertised Public Notice published on 25 January 2023.

Closure of Yalinda Drive, Eucalypt Drive and Woods Road – previously communicated to be closed until February 2024.

Following the public notice, fire and emergency access details were clarified and residents were assured that bus service providers had been notified via a letter box drop printed flyer in April 2023.

Since the closure, site visits have occurred with DFES and the Gelorup Volunteer Bush Fire Brigade. Emergency access continues to be maintained through the construction site where it intercepts Woods Road.

Current local access arrangements will remain in place.

The South West Gateway Alliance is requesting an extension of the approved closure timeframe to 31 October 2022. The reasons for this extension are:

- **Slower than anticipated clearing:** Due to the strict environmental conditions clearing of the site progressed at a slower than anticipated pace, delaying the commencement of the earthworks.
- **Bridge beam production and delivery:** Due to the delays in earthworks, the scheduling of bridge beam production and delivery was delayed.
- **Design optimisation:** Following consultation with the residents close to the new Woods Road roundabout, the location of a required retaining wall has been moved from Woods Road to the BORR alignment boundary. This is an improved visual outcome for the residents however has resulted in some services issues that needed to be resolved. The final design package is delayed as a result.

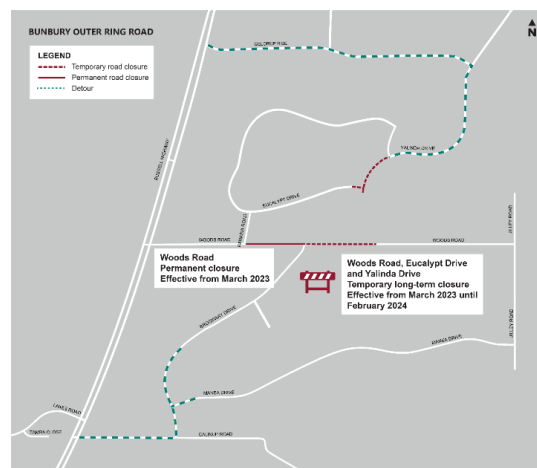
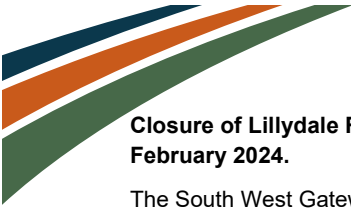
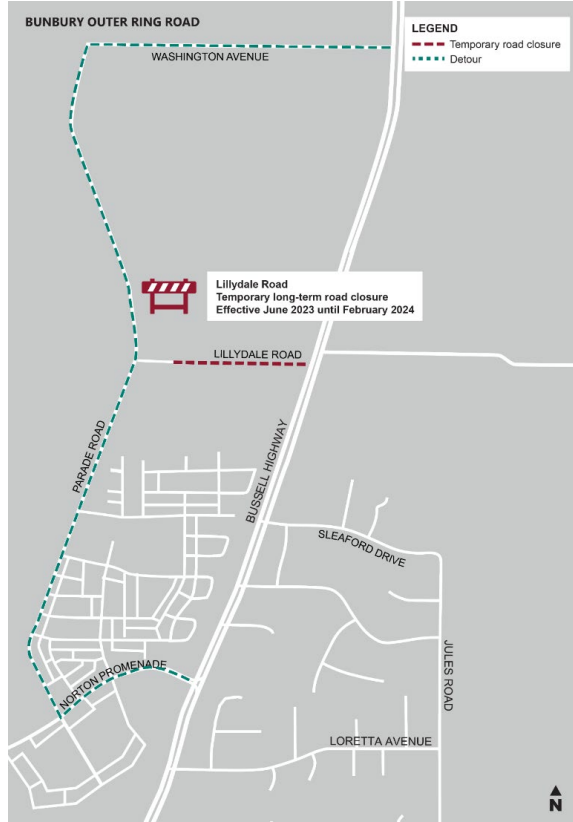


Figure 1 Previously communicated closures



Closure of Lillydale Road (previously Centenary Road) - previously communicated to be closed until February 2024.

The South West Gateway Alliance is requesting an extension of the approved closure timeframe to 31 May 2024. The reasons for this extension are:



- Complexities with service relocations in the vicinity of the works.

Figure 2 Previously communicated closure – Lillydale Road

Following your approval of these extensions, the South West Gateway Alliance will communicate these changes to the community and any additional parties as required by the Shire of Capel

If the Shire requires any additional information to support this request, please let me know. We look forward to the Shire's advice at your earliest convenience.

Kind regards,

Nicole Walton

Community and Stakeholder Engagement Manager



15. Community and Corporate Reports

15.1. Financial Reports 31 December 2023

Author	Accountant, Jonathan Kosareff
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Legislative
Attachments	1. Financial Report 2312 [15.1.1 - 30 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Provide the monthly financial statements for the period ending on 31 December 2023.

Officer's Recommendation

That the Council receives the monthly financial statements for the period ending on 31 December 2023.

Background

The *Local Government (Financial Management) Regulations 1996* prescribe the requirement to prepare financial reports monthly and prescribe the content and format.

Previous Council Decisions

Financial Statement for month ending 30 November 2023 (31 January Ordinary Council Meeting).

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance, and decision-making:

- 4.1 Effective and compliant governance.
- 4.2 Informed and transparent decision making.

Direction 6 - Effective communication, engagement, and relationship development:

- 6.1 Greater trust and the development of positive relationships within the Shire and with the community.

Corporate Business Plan 2023-2027

FIN 9 - **Annual and Monthly Financial Reporting** - Statutory reporting of income and expenditures to the Council and regulatory authorities.



Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government (Financial Management) Regulations 1996 r34.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Budget Management - Capital Acquisitions and Works.
- Financial Reports.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Medium	Unlikely	Moderate	Report financials monthly
Risk Description: Monetary loss that may or may not be managed within existing budget or may not impact a program or service.			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

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



Officer's Comment

The financial monitoring for the month of December 2023 has been completed, analysing income and expenditure trends through the following financial mechanisms:

1. Assessed Rate Levy and Debtor balances which has been brought to account.
2. The Depreciation calculation year to date.
3. Annual comparison of Operating Revenue
4. Annual comparison of Operating Expenditure.
5. Liquidity year to date.
6. Rate of return-on-investment position.
7. Capital spends year to date.

The attached financial statements provide the granular data for the following analysis on the Shire's financial performance for December 2023. The attachments consist of:

1. Statement of Financial Activity.
2. Statement of Financial Position.
3. Notes to and Forming Part of the Financial Report.
4. Cash on Hand and Investments.
5. Capital Works Program - includes commentary on capital expenses progress to date.

The Statement of Financial Activity shows operating revenue and expenditure by statutory program and by nature and type, as well as expenditure and revenue from financing and investing activities - comparing actual results for the period with the annual adopted budget and the year-to-date revised budget.

For trend analysis purposes, the previous year's annual results and current year forecasts are also presented in the graphs.

December 2023 Financial Analysis Summary

The *Local Government (Financial Management) Regulations 1996 34(4)(a)* require a statement of financial activity be presented at an ordinary meeting of the council within 2 months after the end of the relevant month.

The audit process for the 2022/23 financial year is now complete. The Final Audit Report from the Office of the Auditor General (OAG) was received in December 2023 and is published in the 2022/23 Annual Report.

The issuing of rates for 2023/24 was completed in the August 2023 month. The first rates instalment and due date for a single full payment occurred on 15 September 2023. The second rates instalment due date occurred on 15 November 2023, with the third instalment due date occurring on 15 February 2023. The final and fourth instalment due date is 15 April 2024.

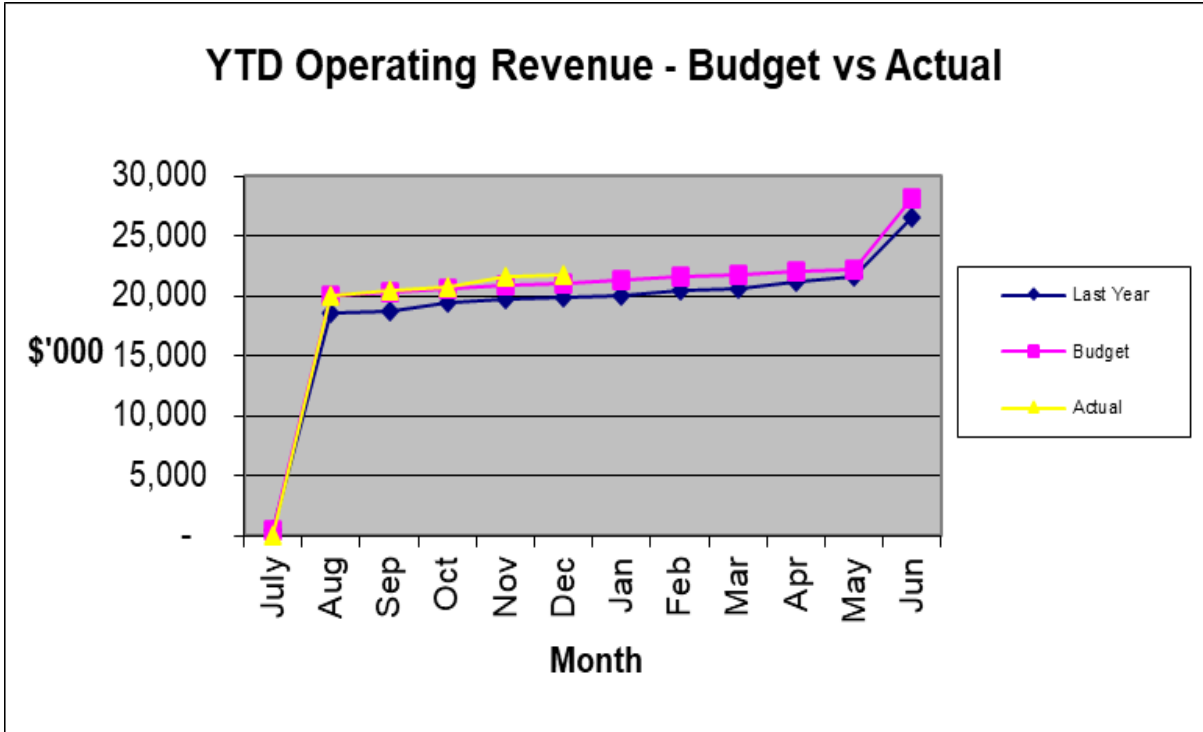
The 2023/24 forecasts have been updated with a forecast year end net current asset position of \$649,595 compared to the budgeted position of \$0. There is a more detailed discussion of the amount in the mid-year budget review agenda item.

Compared to the 2023/24 Annual Budget, approximately 77.46% of Operating Revenue has been brought to account and 42.84% of the Operating Expenditure has been spent.



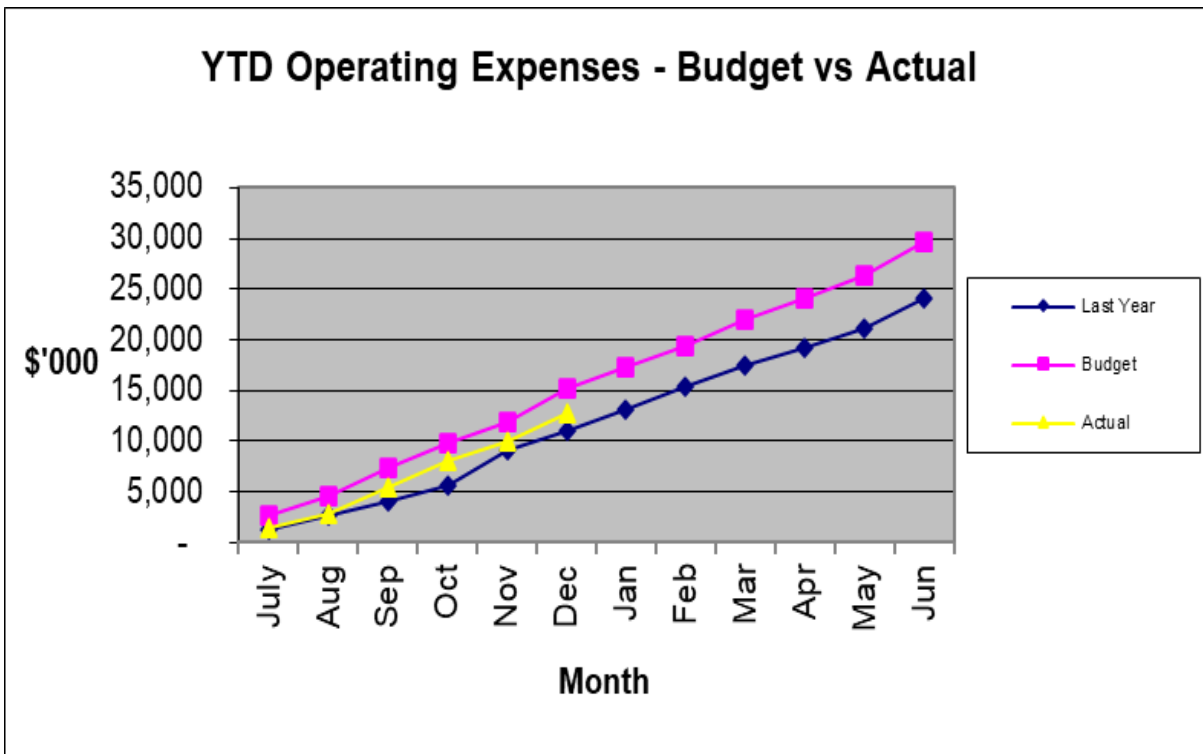
The following graphs compare actual Operating Revenue and Operating Expenditure against the 2023/24 Annual Budget on a year-to-date basis.

Graph 1.



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

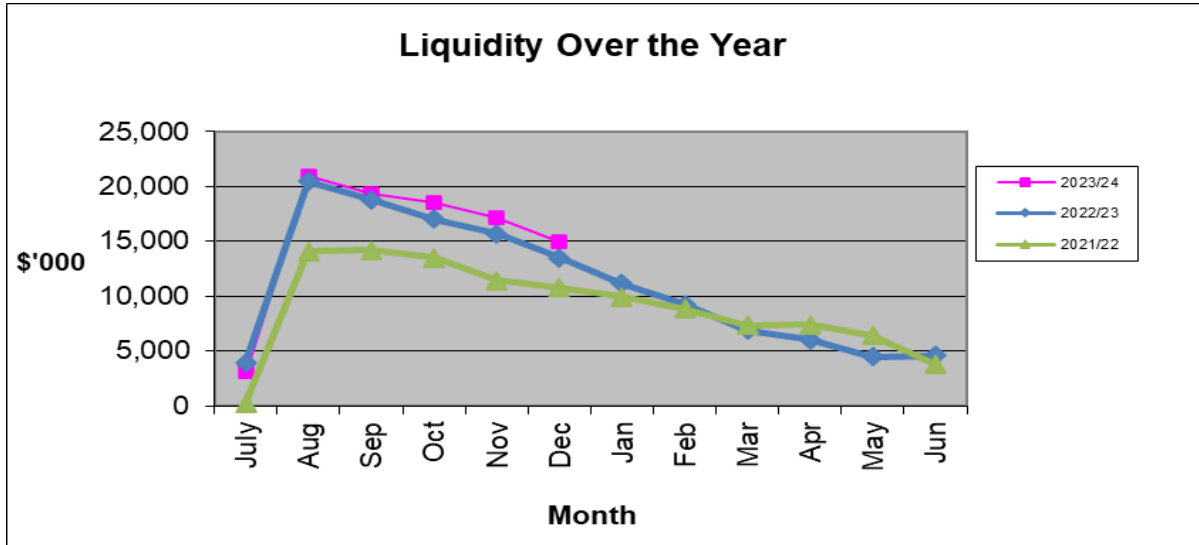
Graph 2.





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

Graph 3.



Overview of above analysis

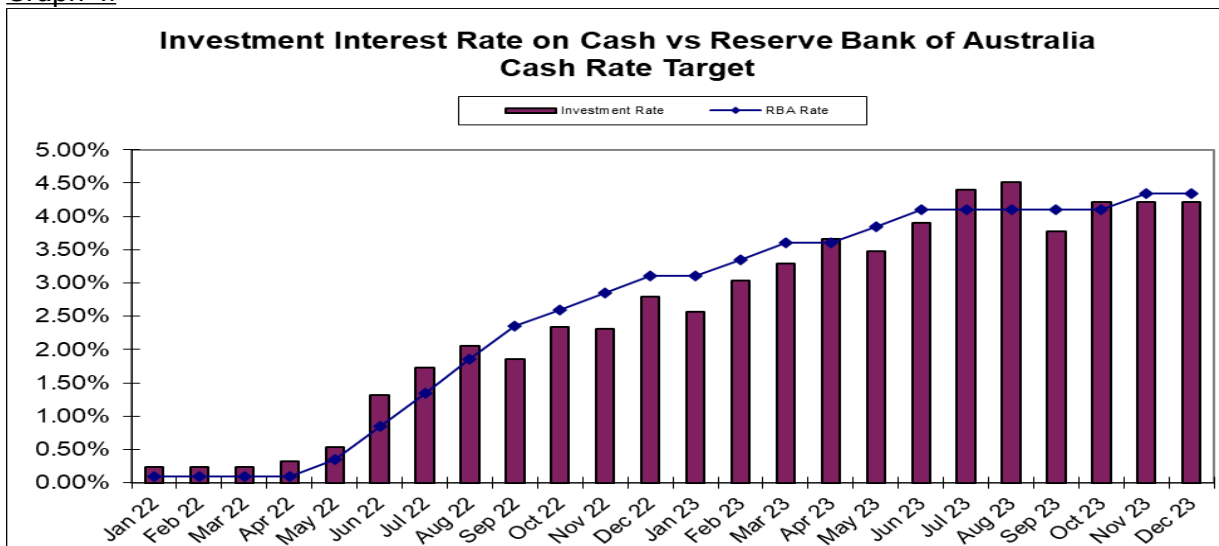
The Shire's municipal cash and investments position for the month of December 2023 has decreased by \$1,684,292 compared to November 2023.

The municipal cash position is an amount of \$26,495,038 of which \$16,579,308 is restricted for specific purposes as shown at Note 3 in the attachments. The decrease in the cash position was due to the payment of contractors.

The amount of interest income received is \$373,287 which is above the year-to-date budget due to the timing of term deposit renewals and continued high interest rates.

At present, the average investment rate of return is 4.21%. This is slightly below the December 2023 RBA cash rate of 4.35%. The Reserve Bank's cash rate target remains at 4.35% as of 6th December 2023. The following Graph 4 details an analysis chart which maps the movement in investment and applied interest rates.

Graph 4.



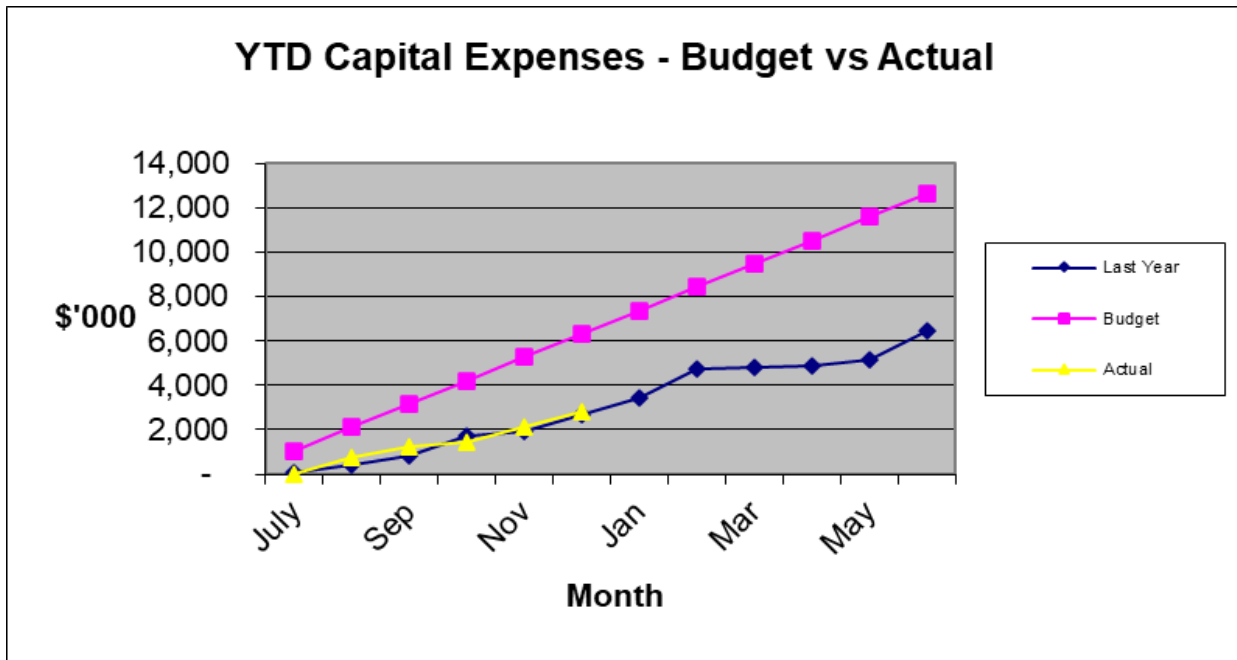


Capital expenditure in December totalled \$636,578 and was distributed across the following projects/purchases:

- \$345,883 Roads.
- \$ 3,750 Paths.
- \$295,293 Gelorup Bush Fire Brigade Facility.
- \$ 47,150 Motor Vehicles.

The following graph compares the actual capital expenditure against the 2023/24 budget on a year-to-date basis and includes the prior year actual for comparative purposes.

Graph 5.



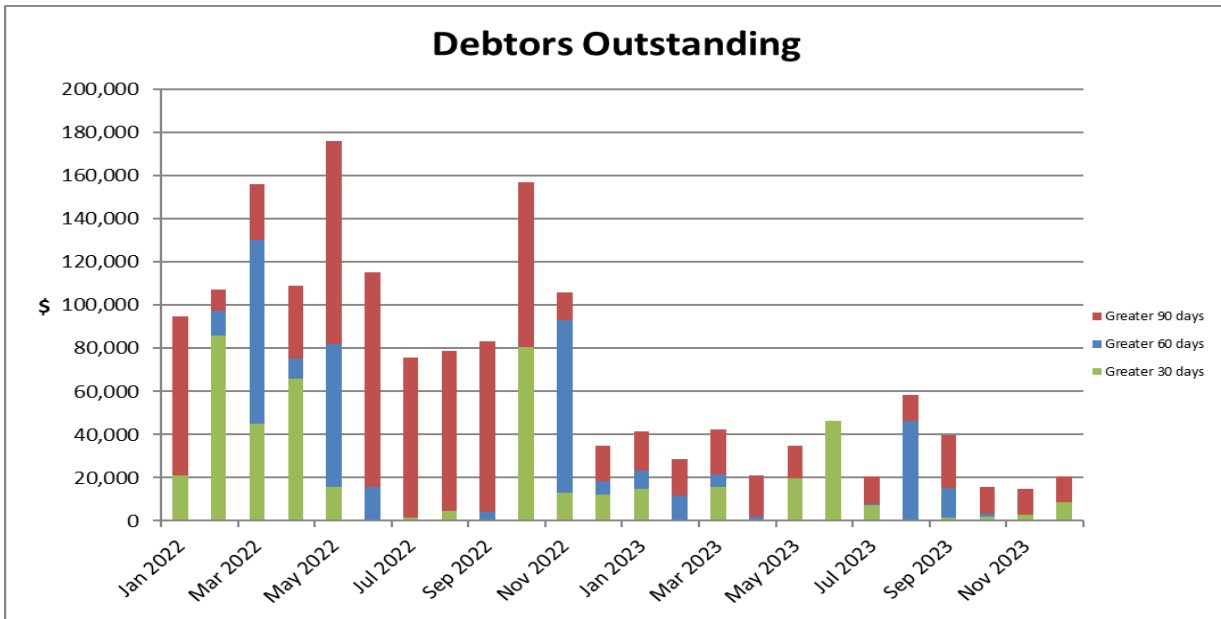
Committed Capital Expenditure (not reported in above analysis)

There is currently \$2,284,767 of infrastructure and building capital expenditure purchase orders issued to suppliers. These are made up of \$632,256 roads infrastructure, \$15,789 carpark infrastructure, \$34,600 paths infrastructure, \$185,174 parks infrastructure and \$1,416,948 building projects.

Based on the above committed capital expenditure, trend analysis will be reported through the remaining periods.

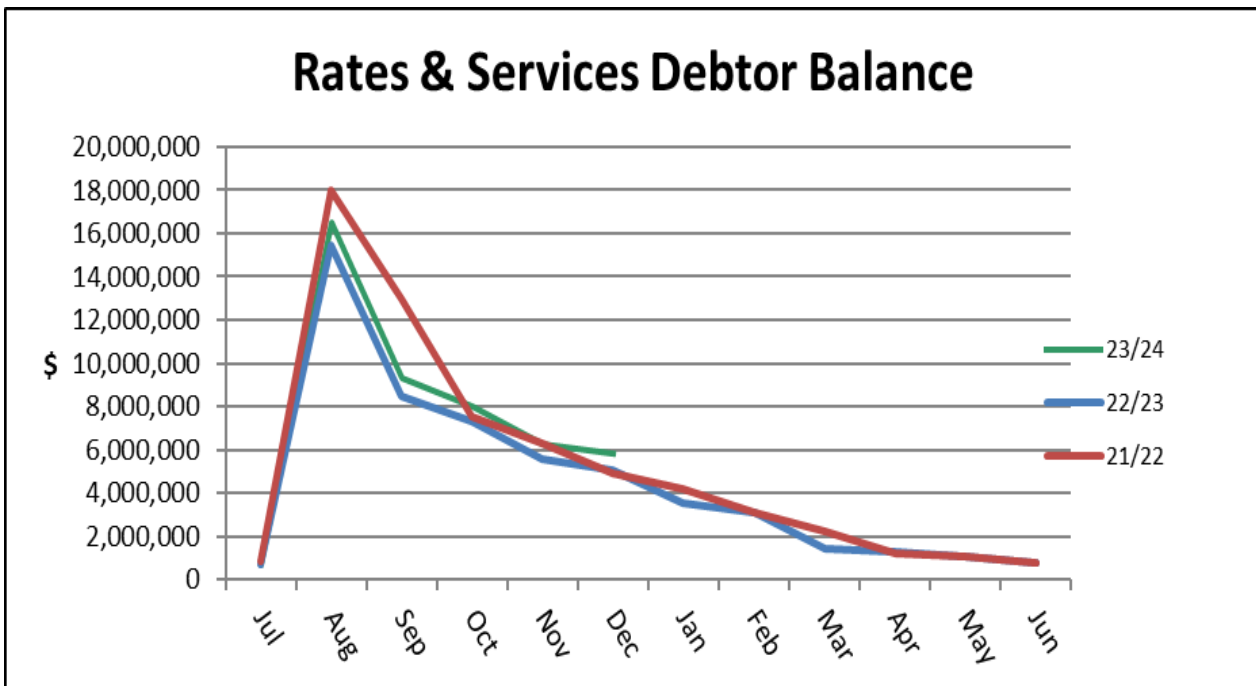
The following graph illustrates the Council’s current level of general debt recovery for 30-60 days, 61-90 days and greater than 90 days.

Graph 6.



The following graph illustrates the Council’s current level of rate debtors’ recovery and compares this with previous years. The amount includes both current and in arrears rates and services debtor balance. The second rates instalment was due 15/11/2023 with the next instalment due 15/02/2024 which is an extension of one month compared to the previous year.

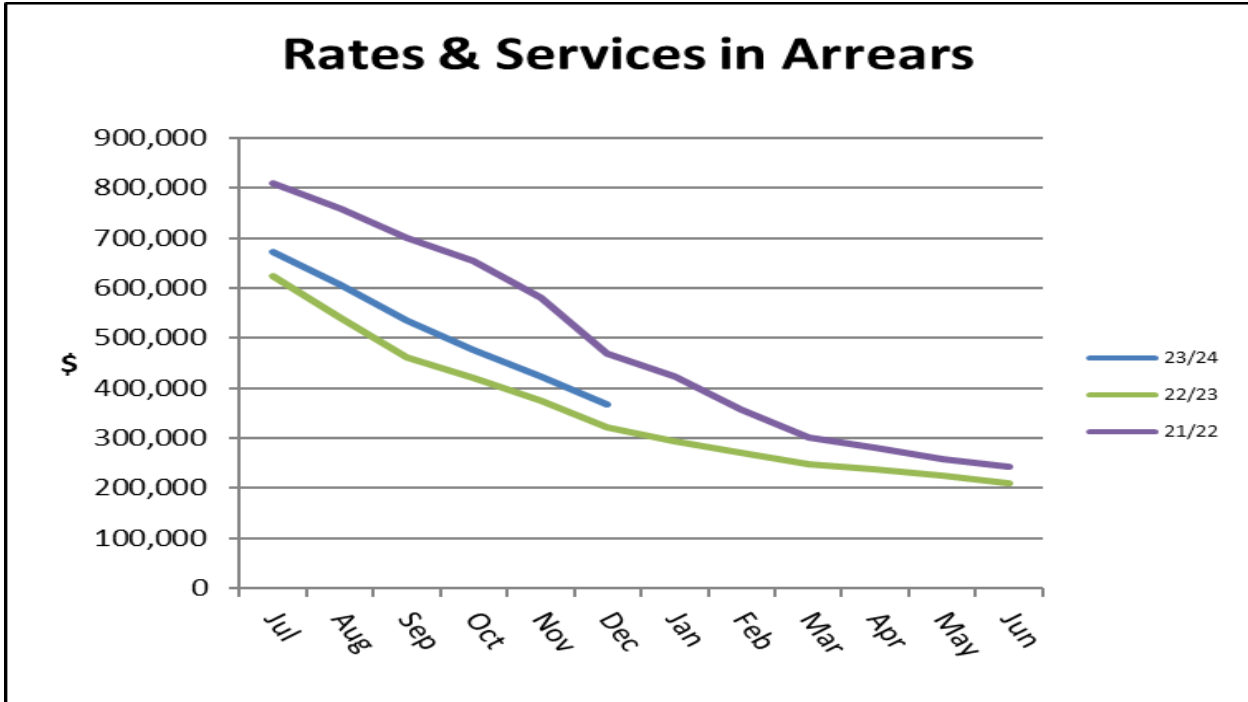
Graph 7.



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: 2023/24 3.68%, 2022/23 3.51% and 2021/22 4.22%.



Graph 8.



The Council's financial ratios are disclosed in Note 19 of the attached Financial Statements.

Summary

This report monitors the Shire's financial position for the month of December 2023 and tracks the progress against the budget set at the start of the 2023/24 financial year.

Commentary relating to the progress of capital expenses has been included where work has commenced against individual capital projects. This level of reporting will continue in future financial statements and broadened in detail where required.

A determination of the Shire's December 2023 financial position has been analysed comparing year to date actual and budget, with variances explained as:

1. Operating revenue decreases (Timing of interim rates and service charges).
2. Operating expenditure decrease (Employee recruitment and timing of expenditure on contractors).
3. Capital expenditure below budget (Timing of expenditure).
4. Asset disposal below budget (Timing of disposals).

The December financial statements show the forecast year end 2023/24 Net Current Asset position of \$649,595.00. This is an increase to the budgeted amount of \$0.00.

Variation to the year-end projected balance will be reported to the Council through the Mid-Year Budget Review process and subsequent report to the Council.

Voting Requirements



Simple Majority.

Officer's Recommendation – 15.1.

That the Council receive the monthly financial statements for the period ending on 31 December 2023.



SHIRE OF CAPEL
MONTHLY FINANCIAL REPORT
FOR THE YEAR TO DATE 31 DECEMBER 2023

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**SHIRE OF CAPEL
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR TO DATE 31 DECEMBER 2023**

NOTE	Year to Date Actual \$	Year to Date Budget \$	Year to Date var. %	2024 Original Total Budget \$	2024 Year End Forecast \$	2023 Year End Actual \$	
REVENUES FROM ORDINARY ACTIVITIES							
Rates	23	15,922,420	15,979,760		15,979,760	15,981,355	15,202,393
Operating Grants, Subsidies and Contributions	28	823,622	650,926	27%	1,181,185	1,281,595	3,995,570
Fees and Charges	27	3,808,169	3,986,565		4,372,296	4,234,602	3,327,668
Interest Earnings	2(a)	373,287	361,754		702,812	1,584,903	754,427
Other Revenue	2(a)	52,571	59,083	(11%)	306,670	178,802	246,761
		<u>20,980,069</u>	<u>21,038,088</u>		<u>22,542,723</u>	<u>23,261,257</u>	<u>23,526,819</u>
EXPENSES FROM ORDINARY ACTIVITIES							
Employee Costs		(5,096,673)	(6,006,080)	(15%)	(11,717,885)	(10,896,326)	(9,744,578)
Materials and Contracts		(3,622,918)	(5,547,008)	(35%)	(10,875,634)	(11,661,510)	(7,844,401)
Utility Charges		(224,704)	(331,108)	(32%)	(708,180)	(605,594)	(652,363)
Depreciation on Non-Current Assets	2(a)	(3,112,441)	(2,518,062)	24%	(5,036,184)	(6,273,454)	(5,068,931)
Finance costs	2(a)	(122,072)	(91,523)	33%	(209,831)	(182,048)	(202,468)
Insurance Expenses		(280,548)	(305,190)		(305,211)	(245,903)	(260,693)
Other Expenditure		(210,520)	(299,258)	(30%)	(521,893)	(500,078)	(361,103)
		<u>(12,669,877)</u>	<u>(15,098,229)</u>		<u>(29,374,818)</u>	<u>(30,364,913)</u>	<u>(24,134,537)</u>
		8,310,192	5,939,859		(6,832,095)	(7,103,656)	(607,718)
Capital Grants, Subsidies and Contributions	28	832,239	0		5,534,997	5,935,052	2,876,149
Profit on Asset Disposals	21	0	38,952		77,907	77,907	0
(Loss) on Asset Disposals	21	0	(106,404)		(212,820)	(212,820)	(91,894)
Fair value adjustments to financial assets at fair value through profit or loss		0	0		0	0	2,764
		<u>9,142,432</u>	<u>5,872,407</u>		<u>(1,432,011)</u>	<u>(1,303,517)</u>	<u>2,179,301</u>
Changes in asset revaluation surplus		0	0		0	0	48,444,089
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		<u>9,142,432</u>	<u>5,872,407</u>		<u>(1,432,011)</u>	<u>(1,303,517)</u>	<u>50,623,390</u>

Explanation of material variances

The material variance adopted by Council for the 2023/24 year is plus or minus 10%.

Reporting activity	Variation \$	Timing / Permanent	Var %	Explanation of Variance
REVENUES FROM ORDINARY ACTIVITIES				
Operating Grants, Subsidies and Contributions	172,696	Timing	27%	Timing of grant funding receipts
Other Revenue	(6,512)	Timing	(11%)	Timing of revenue receipts
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	909,407	Timing	(15%)	Timing of recruitment
Materials and Contracts	1,924,090	Timing	(35%)	Timing of expenditure
Utility Charges	106,404	Timing	(32%)	Timing of expenditure
Depreciation on Non-Current Assets	(594,379)	Timing	24%	Revaluation of infrastructure
Finance costs	(30,549)	Timing	33%	Increase in interest rates
Other Expenditure	88,738	Timing	(30%)	Timing of expenditure

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF CAPEL
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR TO DATE 31 DECEMBER 2023**

NOTE	Year to Date Actual \$	Year to Date Budget \$	Year to Date var. %	2024 Original Total Budget \$	2024 Year End Forecast \$	2023 Year End Actual \$
OPERATING REVENUES						
Governance	1,033	174	494%	350	350	338
General Purpose Funding	16,507,561	16,469,244		16,852,743	17,867,275	19,197,407
Law, Order, Public Safety	566,336	475,015	19%	2,072,472	3,134,032	535,931
Health	30,327	27,801		31,569	34,523	30,865
Education and Welfare	19,413	20,676		41,370	44,500	37,040
Community Amenities	3,422,559	3,456,939		3,577,577	3,545,449	2,734,940
Recreation and Culture	504,523	96,379	423%	1,456,310	1,442,902	1,088,794
Transport	657,785	165,420	298%	3,500,797	2,707,350	2,172,064
Economic Services	69,011	288,646	(76%)	418,906	299,262	350,040
Other Property and Services	33,760	76,746	(56%)	203,533	198,573	258,314
	<u>21,812,308</u>	<u>21,077,040</u>		<u>28,155,627</u>	<u>29,274,216</u>	<u>26,405,733</u>
OPERATING EXPENSES						
Governance	(617,943)	(868,857)	(29%)	(1,610,463)	(1,497,255)	(907,726)
General Purpose Funding	(253,001)	(299,830)	(16%)	(849,499)	(850,193)	(418,324)
Law, Order, Public Safety	(894,670)	(1,103,807)	(19%)	(2,179,036)	(2,212,318)	(1,943,345)
Health	(320,317)	(349,495)		(684,155)	(651,925)	(523,336)
Education and Welfare	(208,899)	(218,694)		(403,824)	(415,816)	(363,846)
Community Amenities	(2,481,321)	(3,060,451)	(19%)	(6,026,448)	(5,798,640)	(4,248,956)
Recreation & Culture	(3,269,741)	(4,283,972)	(24%)	(8,470,875)	(7,964,338)	(7,024,655)
Transport	(3,835,293)	(4,027,980)		(8,014,297)	(9,814,136)	(7,734,954)
Economic Services	(531,696)	(504,214)		(999,105)	(978,357)	(721,578)
Other Property and Services	(256,995)	(487,333)	(47%)	(349,936)	(394,755)	(339,712)
	<u>(12,669,877)</u>	<u>(15,204,633)</u>		<u>(29,587,638)</u>	<u>(30,577,733)</u>	<u>(24,226,432)</u>
NET OPERATING RESULT	9,142,431	5,872,407		(1,432,011)	(1,303,517)	2,179,301
ADJUSTMENTS FOR CASH BUDGET REQUIREMENTS:						
Non-cash amounts excluded from operating activities						
Less: Profit on Asset Disposals	21	0	(38,952)	(77,907)	(77,907)	0
Add: Loss on Asset Disposals	21	0	106,404	212,820	212,820	91,894
Movement in Contract liabilities (Non-Current Liability)	13	114,708	0	0	0	141,931
Movement in Trade and Receivables (Non-Current Asset)	4	0	0	0	0	5,314
Movement in Other Assets (Non-Current Assets)	8	(4,222)	0	0	0	106
Movement in Employee Benefit Provisions (Non-Current Liability)	16	(37,024)	0	0	0	(18,287)
Fair value adjustments to financial assets at fair value through profit or loss (Non-Current Assets)	5	(1,261)	0	0	0	(2,764)
Add: Depreciation on Non-Current Assets	2(a)	3,112,441	2,518,062	5,036,184	6,273,454	5,068,931
Capital Expenditure and Income						
Purchase Land and Buildings	(1,252,346)	(1,546,662)	(19%)	(3,093,351)	(3,307,105)	(539,314)
Purchase Furniture and Equipment	(24,414)	(188,160)	(87%)	(376,338)	(384,452)	(113,317)
Purchase Plant and Equipment	(560,065)	(1,187,502)	(53%)	(2,375,009)	(2,314,964)	(885,685)
Purchase Infrastructure Assets (Roads)	(905,292)	(2,224,110)	(59%)	(4,448,274)	(2,570,434)	(3,054,224)
Purchase Infrastructure Assets (Carparks)	0	(115,410)		(230,815)	(230,815)	(84,869)
Purchase Infrastructure Assets (Paths)	(48,043)	(264,384)	(82%)	(528,783)	(477,145)	(170,568)
Purchase Infrastructure Assets (Drainage)	(26,776)	(267,000)	(90%)	(534,000)	(473,776)	(665,075)
Purchase Infrastructure Assets (Parks & Ovals)	(40,732)	(538,530)	(92%)	(1,077,130)	(1,185,370)	(955,298)
Proceeds from Disposal of Assets	384,091	254,130	51%	508,267	491,817	7,000
Principal Repayment of Loans	22	(194,101)	(194,101)	(410,797)	(410,797)	(335,987)
Principal Repayment of Leases	17,763	(47,181)	(138%)	(94,362)	(94,362)	(105,443)
Proceeds from New Borrowings	22	0	0	1,223,930	0	0
Transfers to Reserves	17	(220,619)	(220,619)	(2,150,231)	(2,315,984)	(3,877,721)
Transfers from Reserves	17	1,232,198	1,232,198	5,287,662	4,406,976	3,178,810
Add: Surplus/(Deficit) 1 July B/Fwd	4,411,156	4,560,145		4,560,145	4,411,156	4,546,421
Less: Estimated Surplus/(Deficit) 30 June C/Fwd						
NET CURRENT ASSET POSITION	<u>15,099,894</u>	<u>7,710,735</u>		<u>0</u>	<u>649,595</u>	<u>4,411,156</u>

**SHIRE OF CAPEL
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR TO DATE 31 DECEMBER 2023**

Explanation of material variances

The material variance adopted by Council for the 2023/24 year is plus or minus 10%.

Reporting activity	Variation \$	Timing / Permanent	Var %	Explanation of Variance
OPERATING REVENUES				
Governance	859	Timing	494%	Recoup of fees
Law, Order, Public Safety	91,321	Timing	19%	Timing of grant funding
Recreation and Culture	408,144	Timing	423%	Timing of grant funding
Transport	492,365	Timing	298%	Timing of grant funding
Economic Services	(219,635)	Timing	(76%)	Timing of building fees
Other Property and Services	(42,986)	Timing	(56%)	Timing of cost allocation
OPERATING EXPENSES				
Governance	250,914	Timing	(29%)	Timing of expenditure
Law, Order, Public Safety	209,137	Timing	(19%)	Timing of expenditure
Community Amenities	579,130	Timing	(19%)	Timing of expenditure
Recreation & Culture	1,014,231	Timing	(24%)	Timing of expenditure
Other Property and Services	230,338	Timing	(47%)	Timing of cost allocation

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF CAPEL
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2023**

	NOTE	2024 \$	2023 \$
CURRENT ASSETS			
Cash and cash equivalents	3	26,495,038	23,377,889
Trade and other receivables	4	5,949,969	1,050,351
Inventories	6	14,898	23,729
Other Assets	8	142,476	145,643
TOTAL CURRENT ASSETS		<u>32,602,382</u>	<u>24,597,612</u>
NON-CURRENT ASSETS			
Trade and other receivables	4	20,211	20,211
Other financial assets	5	87,378	86,117
Inventories	6	268,611	268,611
Other assets	8	4,222	0
Property, plant and equipment	10	33,082,335	31,873,260
Infrastructure	11	198,975,331	200,382,141
Right-of-use assets	9	207,806	201,464
TOTAL NON-CURRENT ASSETS		<u>232,645,895</u>	<u>232,831,804</u>
TOTAL ASSETS		<u>265,248,277</u>	<u>257,429,416</u>
CURRENT LIABILITIES			
Trade and other payables	12	2,825,092	4,566,200
Contract liabilities	13	441,990	441,990
Lease liabilities	14	112,125	94,362
Borrowings	15	108,050	302,151
Employee related provisions	16	1,272,401	1,201,899
TOTAL CURRENT LIABILITIES		<u>4,759,658</u>	<u>6,606,602</u>
NON-CURRENT LIABILITIES			
Contract liabilities	13	2,433,696	2,318,988
Lease liabilities	14	118,689	131,138
Borrowings	15	3,787,116	3,787,116
Employee related provisions	16	205,184	168,160
TOTAL NON-CURRENT LIABILITIES		<u>6,544,685</u>	<u>6,405,403</u>
TOTAL LIABILITIES		<u>11,304,342</u>	<u>13,012,004</u>
NET ASSETS		<u>253,943,935</u>	<u>244,417,412</u>
EQUITY			
Retained surplus		108,182,472	97,644,371
Reserves - cash backed	17	12,963,074	13,974,652
Revaluation surplus	18	132,798,389	132,798,389
TOTAL EQUITY		<u>253,943,935</u>	<u>244,417,412</u>

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF CAPEL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR TO DATE 31 DECEMBER 2023

2. REVENUES AND EXPENSES	2024 YTD Actual \$	2024 Annual Budget \$	2023 Annual Actual \$
(a) Result from Ordinary Activities			
The Result from Ordinary Activities includes:			
(i) Charging as an Expense:			
Auditors Remuneration			
- Audit	170	30,700	48,890
Bad and Doubtful Debts			
Rates	0	0	575
Sundry Debtors	0	0	0
Depreciation			
Buildings - non-specialised	257,785	520,171	515,417
Plant and Equipment	300,148	573,543	588,441
Furniture and Equipment	69,817	204,459	172,665
Infrastructure - Roads	1,318,446	1,850,992	1,876,598
Other Infrastructure - Bridges	55,502	151,846	151,846
Other Infrastructure - Carparks	26,270	53,974	53,540
Other Infrastructure - Footpaths	152,872	344,164	347,247
Other Infrastructure - Drainage	484,222	379,742	379,060
Other Infrastructure - Parks, Ovals and Other	392,234	868,047	864,118
Right-of-Use Assets - Plant & Equipment	23,858	14,775	57,632
Right-of-Use Assets - Buildings	28,900	57,632	15,130
Right-of-Use Assets - Furniture & Equipment	2,386	15,130	47,237
	<u>3,112,441</u>	<u>5,034,475</u>	<u>5,068,931</u>
Finance Costs			
Borrowings (refer note 22)	117,544	219,875	189,884
Lease Liabilities	4,527	5,168	12,584
	<u>122,072</u>	<u>225,043</u>	<u>202,468</u>
(ii) Crediting as Revenue:			
Interest Earnings			
- Interest on Reserve Funds	156,222	79,282	499,166
- Other Interest Earnings	128,808	10,100	247,832
Rates Instalment and Penalty Interest (refer note 26)	88,256	0	7,429
	<u>373,287</u>	<u>89,382</u>	<u>754,427</u>
Other Revenue			
Reimbursements and Recoveries	52,571	199,915	246,731
	<u>52,571</u>	<u>199,915</u>	<u>246,731</u>

SHIRE OF CAPEL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR TO DATE 31 DECEMBER 2023

	2024	2023
	\$	\$
3. CASH AND CASH EQUIVALENTS		
Cash at bank and on hand	9,915,731	5,986,479
Term Deposits	16,579,308	17,391,410
	<u>26,495,038</u>	<u>23,377,889</u>
Restrictions		
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:		
Cash and cash equivalents	17,356,968	18,938,689
Reserve - Leave	775,723	760,645
Reserve - Plant Replacement	702,319	688,668
Reserve - Dalyellup Infrastructure (Millennium)	127,745	127,745
Reserve - Waste Management	1,996,515	1,957,708
Reserve - Infrastructure Asset	2,924,422	2,867,580
Reserve - Contaminated Sites	313,975	307,872
Reserve - Building	855,914	839,277
Reserve - Furniture & Equipment	527,609	517,355
Reserve - Dalyellup Community Facilities	1,177,087	1,177,087
Reserve - Property Value Revaluations	280,343	274,894
Reserve - Mosquito Management	51,161	50,167
Reserve - Climate Change, Adaption & Sustainability	29,058	28,493
Reserve - Capel Community Facilities	120,146	120,146
Reserve - Strategic Initiatives	958,897	940,258
Reserve - Carried Over Projects	0	1,232,198
Reserve - Town Planning Scheme No 3	187,756	187,756
Reserve - Infrastructure Development	1,011,559	991,897
Reserve - Specified Area Rate Dalyellup	922,842	904,904
	<u>12,963,074</u>	<u>13,974,653</u>
Contract liabilities from contracts with customers	2,875,685	2,760,977
Bonds and deposits held	1,518,209	2,203,059
Total restricted assets	<u>17,356,968</u>	<u>18,938,689</u>
4. TRADE AND OTHER RECEIVABLES		
Current		
Rates Receivable	5,777,237	788,196
Sundry Debtors	329,389	260,863
GST Receivable	(156,656)	1,292
	<u>5,949,969</u>	<u>1,050,351</u>
Non-Current		
Pensioner's rates and ESL deferred	20,211	20,211
	<u>20,211</u>	<u>20,211</u>

SHIRE OF CAPEL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR TO DATE 31 DECEMBER 2023

	2024	2023
	\$	\$
5. OTHER FINANCIAL ASSETS		
Non-Current		
Financial assets at amortised cost		
Shares in Donnybrook Capel District Community Financial Services Limited	25,000	25,000
Financial assets at fair value through profit and loss		
Units in Local Government House Trust	62,378	61,117
	<u>87,378</u>	<u>86,117</u>
6. INVENTORIES		
Current		
Fuel and Materials	14,898	23,729
	<u>14,898</u>	<u>23,729</u>
Non-Current		
Land Held for Resale		
Net Realisable Value	268,611	268,611
	<u>268,611</u>	<u>268,611</u>
7. CONTRACT ASSETS		
Current		
	<u>0</u>	<u>0</u>
	<u>0</u>	<u>0</u>
8. OTHER ASSETS		
Current		
Prepayments	142,476	81,246
Accrued Income	0	64,397
	<u>142,476</u>	<u>145,643</u>
Non-Current		
Prepayments	4,222	0
	<u>4,222</u>	<u>0</u>
9. RIGHT OF USE ASSETS		
Non-Current		
Right Of Use Assets Buildings - Non Specialised	345,947	345,947
Accum Depn Rou Assets Buildings - Non Specialised	(259,579)	(230,679)
Right Of Use Assets Furniture & Equipment	68,809	69,877
Accum Depn Rou Assets Furniture & Equipment	(8,501)	(68,668)
Right Of Use Assets Plant & Equipment	141,979	141,979
Accum Depn Rou Assets Plant & Equipment	(80,850)	(56,993)
	<u>207,806</u>	<u>201,465</u>

SHIRE OF CAPEL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR TO DATE 31 DECEMBER 2023

10. PROPERTY, PLANT AND EQUIPMENT	2024	2023
	\$	\$
Land		
Balance at 30 June	6,610,500	6,610,500
Additions	0	0
(Disposals)	0	0
Total Land	<u>6,610,500</u>	<u>6,610,500</u>
Comprises:		
Gross balance amount at 30 June	6,610,500	6,610,500
Accumulated Depreciation	0	0
Balance at end of period	<u>6,610,500</u>	<u>6,610,500</u>
Buildings - non-specialised		
Balance at 30 June	20,451,008	36,274,253
Additions	1,252,346	0
(Disposals)	0	0
Depreciation (expense)	(257,785)	(15,823,245)
Total Buildings	<u>21,445,569</u>	<u>20,451,008</u>
Comprises:		
Gross balance amount at 30 June	37,526,599	36,274,253
Accumulated Depreciation	(16,081,030)	(15,823,245)
Balance at end of period	<u>21,445,569</u>	<u>20,451,008</u>
Furniture and Equipment		
Balance at 30 June	540,558	1,318,174
Additions	24,414	0
(Disposals)	0	0
Depreciation (expense)	(69,817)	(777,616)
Total Furniture and Equipment	<u>495,154</u>	<u>540,558</u>
Comprises:		
Gross balance amount at 30 June	1,342,587	1,318,174
Accumulated Depreciation	(847,433)	(777,616)
Balance at end of period	<u>495,154</u>	<u>540,558</u>
Plant and Equipment		
Balance at 30 June	4,271,194	8,336,145
Additions	560,065	0
(Disposals)	0	0
Depreciation (expense)	(300,148)	(4,064,951)
Total Plant and Equipment	<u>4,531,111</u>	<u>4,271,194</u>
Comprises:		
Gross balance amount at 30 June	8,896,210	8,336,145
Accumulated Depreciation	(4,365,099)	(4,064,951)
Balance at end of period	<u>4,531,111</u>	<u>4,271,194</u>
Total Property, Plant Equipment	<u><u>33,082,335</u></u>	<u><u>31,873,260</u></u>

SHIRE OF CAPEL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR TO DATE 31 DECEMBER 2023

	2024	2023
	\$	\$
10. PROPERTY, PLANT AND EQUIPMENT (Continued)		
Comprises:		
Gross balance amount at 30 June	54,375,896	52,539,072
Accumulated Depreciation	<u>(21,293,562)</u>	<u>(20,665,812)</u>
Balance at end of period	<u>33,082,335</u>	<u>31,873,260</u>
11. INFRASTRUCTURE		
Roads		
Balance at 30 June	107,785,405	136,032,620
Additions	907,187	0
(Disposals)	0	0
Depreciation (expense)	<u>(1,318,446)</u>	<u>(28,247,215)</u>
	107,374,146	107,785,405
Comprises:		
Gross balance amount at 30 June	136,939,808	136,032,620
Accumulated Depreciation	<u>(29,565,661)</u>	<u>(28,247,215)</u>
Balance at end of period	107,374,146	107,785,405
Bridges		
Balance at 30 June	13,767,965	17,408,723
Additions	0	0
(Disposals)	0	0
Depreciation (expense)	<u>(55,502)</u>	<u>(3,640,757)</u>
	13,712,463	13,767,966
Comprises:		
Gross balance amount at 30 June	17,408,723	17,408,723
Accumulated Depreciation	<u>(3,696,260)</u>	<u>(3,640,757)</u>
Balance at end of period	13,712,463	13,767,966
Carparks		
Balance at 30 June	2,079,075	2,760,935
Additions	16,901	0
(Disposals)	0	0
Depreciation (expense)	<u>(26,270)</u>	<u>(681,860)</u>
	2,069,706	2,079,075
Comprises:		
Gross balance amount at 30 June	2,777,835	2,760,935
Accumulated Depreciation	<u>(708,130)</u>	<u>(681,860)</u>
Balance at end of period	2,069,706	2,079,075
Footpaths		
Balance at 30 June	11,227,467	15,778,392
Additions	31,143	0
(Disposals)	0	0
Depreciation (expense)	<u>(152,872)</u>	<u>(4,550,925)</u>
	11,105,737	11,227,467

**SHIRE OF CAPEL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR TO DATE 31 DECEMBER 2023**

11. INFRASTRUCTURE (Continued)	2024	2023
	\$	\$
Comprises:		
Gross balance amount at 30 June	15,809,535	15,778,392
Accumulated Depreciation	<u>(4,703,797)</u>	<u>(4,550,925)</u>
Balance at end of period	11,105,737	11,227,467
Drainage		
Balance at 30 June	51,004,552	75,732,466
Additions	26,776	0
(Disposals)	0	0
Depreciation (expense)	<u>(484,222)</u>	<u>(24,727,914)</u>
	50,547,106	51,004,552
Comprises:		
Gross balance amount at 30 June	75,759,242	75,732,466
Accumulated Depreciation	<u>(25,212,135)</u>	<u>(24,727,914)</u>
Balance	50,547,106	51,004,552
Parks, Ovals and Other		
Balance at 30 June	14,517,676	19,787,720
Additions	40,733	0
(Disposals)	0	0
Depreciation (expense)	<u>(392,234)</u>	<u>(5,270,044)</u>
	14,166,174	14,517,676
Comprises:		
Gross balance amount at 30 June	19,828,452	19,787,720
Accumulated Depreciation	<u>(5,662,278)</u>	<u>(5,270,044)</u>
Balance at end of period	14,166,174	14,517,676
Total Infrastructure	<u>198,975,331</u>	<u>200,382,141</u>
Comprises:		
Gross balance amount at 30 June	268,523,593	267,500,856
Accumulated Depreciation	<u>(69,548,262)</u>	<u>(67,118,715)</u>
Balance at end of period	<u>198,975,331</u>	<u>200,382,141</u>

SHIRE OF CAPEL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR TO DATE 31 DECEMBER 2023

	2024	2023
	\$	\$
12. TRADE AND OTHER PAYABLES		
Current		
Sundry creditors	989,590	1,230,579
GST Payable	0	0
Prepaid rates	282,679	717,275
Accrued salaries and wages	0	326,088
Bonds and deposits held	1,518,209	2,203,059
Accrued interest on debentures	34,614	34,614
Rostered day off payables	0	54,584
	<u>2,825,092</u>	<u>4,566,200</u>
13. CONTRACT LIABILITIES		
Current		
Contract liabilities	441,990	441,990
	<u>441,990</u>	<u>441,990</u>
Non-Current		
Contract liabilities	2,433,696	2,318,988
	<u>2,433,696</u>	<u>2,318,988</u>
14. LEASE LIABILITIES		
Current		
Lease Liability	112,125	94,362
	<u>112,125</u>	<u>94,362</u>
Non-Current		
Lease Liability	118,689	131,138
	<u>118,689</u>	<u>131,138</u>
15. LONG-TERM BORROWINGS		
Current		
Borrowings	108,050	302,151
	<u>108,050</u>	<u>302,151</u>
Non-Current		
Borrowings	3,787,116	3,787,116
	<u>3,787,116</u>	<u>3,787,116</u>
Additional detail on borrowings is provided in Note 22.		
16. PROVISIONS		
Current		
Provision for Annual Leave	662,402	528,749
Provision for Long Service Leave	610,000	673,150
	<u>1,272,401</u>	<u>1,201,899</u>
Non-Current		
Provision for Long Service Leave	205,184	168,160
	<u>205,184</u>	<u>168,160</u>
Total Provisions	<u>1,477,585</u>	<u>1,370,059</u>

SHIRE OF CAPEL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR TO DATE 31 DECEMBER 2023

17. RESERVES - CASH BACKED

	Actual 2024 Opening Balance \$	Actual 2024 Transfer to \$	Actual 2024 Transfer (from) \$	Actual 2024 Closing Balance \$	Budget 2024 Opening Balance \$	Budget 2024 Transfer to \$	Budget 2024 Transfer (from) \$	Budget 2024 Closing Balance \$	Actual 2023 Opening Balance \$	Actual 2023 Transfer to \$	Actual 2023 Transfer (from) \$	Actual 2023 Closing Balance \$
Specified Area Rate Dalyellup Reserve	904,904	17,938	0	922,842	757,534	894,758	(1,050,269)	602,023	746,395	883,926	(725,417)	904,904
Dalyellup Community Facilities Reserve	1,177,087	0	0	1,177,087	1,177,087	0	0	1,177,087	1,177,087	0	0	1,177,087
Dalyellup Infrastructure (Millenium) Reserve	127,745	0	0	127,745	127,745	0	0	127,745	127,745	0	0	127,745
Capel Community Facilities Reserve	120,146	0	0	120,146	120,146	0	0	120,146	120,146	0	0	120,146
Town Planning Scheme No 3 Reserve	187,756	0	0	187,756	188,756	1,000	(30,000)	159,756	187,756	0	0	187,756
Infrastructure Development Reserve	991,897	19,662	0	1,011,559	1,052,397	100,648	0	1,153,045	955,110	36,787	0	991,897
Leave Reserve	760,645	15,078	0	775,723	760,645	28,143	0	788,788	732,414	28,231	0	760,645
Waste Management Reserve	1,957,708	38,807	0	1,996,515	1,843,039	0	(655,220)	1,187,819	2,328,708	89,979	(460,979)	1,957,708
Plant Reserve	688,668	13,651	0	702,319	691,058	560,112	(1,070,887)	180,283	622,178	782,273	(715,783)	688,668
Infrastructure Asset Reserve	2,867,580	56,842	0	2,924,422	2,867,581	106,100	(281,449)	2,692,232	3,178,435	384,300	(695,155)	2,867,580
Building Reserve	839,277	16,637	0	855,914	839,277	31,053	(251,939)	618,391	808,136	31,141	0	839,277
Furniture and Equipment Reserve	517,355	10,254	0	527,609	499,022	18,463	(180,000)	337,485	437,154	116,868	(36,667)	517,355
Property Value Revaluations Reserve	274,894	5,449	0	280,343	274,894	110,171	(220,000)	165,065	168,421	106,473	0	274,894
Mosquito Management Reserve	50,167	994	0	51,161	42,338	1,566	0	43,904	40,764	9,403	0	50,167
Climate Change, Adaption and Sustainability Reserve	28,493	565	0	29,058	28,493	29,000	(4,000)	53,493	3,671	28,822	0	28,493
Carried Over Projects Reserve	1,232,198	0	(1,232,198)	0	1,232,198	0	(1,232,198)	0	422,789	1,232,198	(422,789)	1,232,198
Unspent Grants Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Strategic Initiatives Reserve	940,258	18,639	0	958,897	887,200	182,826	(311,700)	758,326	1,018,622	39,656	(118,020)	940,258
Contaminated Sites Reserve	307,872	6,103	0	313,975	307,872	86,391	0	394,263	200,208	107,664	0	307,872
	13,974,653	220,619	(1,232,198)	12,963,074	13,697,262	2,150,231	(5,267,662)	10,559,851	13,275,741	3,877,721	(3,174,809)	13,974,653

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
Leave Reserve	Ongoing	Used to fund leave entitlements for redundancy, retirement, leave transfers to other local governments and leave entitlements paid each year.
Specified Area Rate Dalyellup Reserve	Ongoing	Used to maintain parks, gardens and public open space in Dalyellup.
Waste Management Reserve	Ongoing	Used to maintain transfer sites, refuse sites, waste collection and disposal services within the Shire and waste site rehabilitation and regional waste services.
Plant Reserve	Ongoing	Used for the replacement of plant, equipment and motor vehicles.
Infrastructure Assets Reserve	Ongoing	Used for the preservation of roads, bridges and drainage infrastructure.
Building Reserve	Ongoing	Used for the construction of and additions to Council buildings.
Furniture and Equipment Reserve	Ongoing	Used for the purchase of major items of office equipment.
Dalyellup Community Facilities Reserve	Ongoing	Used to fund community facilities in Dalyellup.
Dalyellup Infrastructure (Millenium) Reserve	Ongoing	Used to fund capital projects within Dalyellup.
Property Value Revaluations Reserve	Ongoing	Used to fund the three yearly revaluation of GRV properties.
Mosquito Management Reserve	Ongoing	Used to fund mosquito control activities.
Climate Change, Adaption and Sustainability Reserve	Ongoing	Used to fund the organisation's climate change and sustainability priorities.
Capel Community Facilities Reserve	Ongoing	Used to fund the development of facilities in Capel.
Carried Over Projects Reserve	Ongoing	Used to preserve for future use unexpected capital, project and other funds.
Town Planning Scheme No 3 Reserve	Ongoing	Used to fund drainage and related infrastructure works for TPS 3 Amendments.
Infrastructure Development Reserve	Ongoing	Used to fund infrastructure works associated with development.
Unspent Grants Reserve	Ongoing	Used for any unexpended grants.
Strategic Initiatives Reserve	Ongoing	Used to collect municipal funds to fund future new asset purchases or services and strategic projects of either a capital or operating nature.
Contaminated Sites Reserve	Ongoing	Used to fund remediation of contaminated sites.

SHIRE OF CAPEL
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18. REVALUATION SURPLUS

	2024 Opening Balance \$	2024 Revaluation Increment \$	2024 Revaluation Decrement \$	2024 Total Movement on Revaluation \$	2024 Closing Balance \$	2023 Opening Balance \$	2023 Revaluation Increment \$	2023 Revaluation Decrement \$	2023 Total Movement on Revaluation \$	2023 Closing Balance \$
Revaluation surplus - Land - freehold land	6,063,124	0	0	0	6,063,124	6,063,124	0	0	0	6,063,124
Revaluation surplus - Buildings - non-specialised	10,972,981	0	0	0	10,972,981	10,972,981	0	0	0	10,972,981
Revaluation surplus - Furniture and equipment	18,040	0	0	0	18,040	18,040	0	0	0	18,040
Revaluation surplus - Plant and equipment	563,990	0	0	0	563,990	563,990	0	0	0	563,990
Revaluation surplus - Infrastructure - Roads	58,034,646	0	0	0	58,034,646	34,345,754	23,688,892	0	23,688,892	58,034,646
Revaluation surplus - Other infrastructure - Bridges	9,833,419	0	0	0	9,833,419	4,704,988	5,128,431	0	5,128,431	9,833,419
Revaluation surplus - Other infrastructure - Carparks	1,016,114	0	0	0	1,016,114	932,145	83,969	0	83,969	1,016,114
Revaluation surplus - Other infrastructure - Footpaths	5,290,408	0	0	0	5,290,408	7,838,816	0	(2,548,408)	(2,548,408)	5,290,408
Revaluation surplus - Other infrastructure - Drainage	35,664,006	0	0	0	35,664,006	15,226,278	20,437,728	0	20,437,728	35,664,006
Revaluation surplus - Other infrastructure - Parks, Ovals and Other	5,341,662	0	0	0	5,341,662	3,688,185	1,653,477	0	1,653,477	5,341,662
	<u>132,798,389</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>132,798,389</u>	<u>84,354,300</u>	<u>50,992,497</u>	<u>(2,548,408)</u>	<u>48,444,089</u>	<u>132,798,389</u>

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

**SHIRE OF CAPEL
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19. FINANCIAL RATIOS	2024	2023	2022
Current Ratio	5.71	1.48	1.54
Asset Sustainability Ratio	0.26	0.45	0.60
Debt Service Cover Ratio	38.69	12.10	6.30
Operating Surplus Ratio	0.41	(0.04)	0.00
Own Source Revenue Coverage Ratio	1.59	0.81	0.82

The above rates are calculated as follows:

Current Ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset Sustainability Ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$
Debt Service Coverage Ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating Surplus Ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own Source Revenue Coverage Ratio	$\frac{\text{own source operating revenue}}{\text{operating expense}}$

20. TRUST FUNDS	2024	2023
	\$	\$

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

Cash in Lieu of Public Open Space	$\frac{860,339}{860,339}$	$\frac{816,961}{816,961}$
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**SHIRE OF CAPEL
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21. DISPOSALS OF ASSETS

The following assets were disposed of during the year.

	Actual Net Book Value \$	Actual Sale Price Proceeds \$	Actual Profit \$	Actual Loss \$	Budget Net Book Value \$	Budget Sale Price Proceeds \$	Budget Profit \$	Budget Budget Loss \$
					643,180	508,267	77,907	(212,820)
Plant and Equipment	0	0	0	0				
Law, Order & Public Safety	0	0	0	0				
Buildings	0	0	0	0				
Law, Order & Public Safety	0	0	0	0				
Plant and Equipment	0	0	0	0				
Other Property & Services <u>Vehicles</u>	0	0	0	0				
<u>Plant & Machinery</u>	0	0	0	0				
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				

**SHIRE OF CAPEL
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22. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Loan Number	Institution	Interest Rate	Principal 1-Jul-23 \$	New Loans \$	Principal Repayments		Principal 31-Dec-23		Interest Repayments	
						Actual	YE Forecast	Actual	YE Forecast	Actual	YE Forecast
						\$	\$	\$	\$	\$	\$
PGB Community Centre	63	WATC	6.34%	35,924	0	5,530	11,236	30,394	24,688	1,139	2,007
Capel Community Centre	64	WATC	6.57%	188,562	0	20,992	42,673	167,571	145,889	6,194	11,445
Capel Community Centre	65	WATC	7.17%	137,415	0	11,667	23,753	125,747	113,662	4,926	8,897
Capel Recreation Ground Hard Courts	75	WATC	5.40%	672,897	0	14,845	30,090	658,052	642,807	18,168	35,931
Council Administration Office Upgrade	76	WATC	3.99%	1,589,755	0	52,289	105,621	1,537,466	1,484,134	31,716	62,215
Capel Civic Precinct - Stages 1 & 2	89	WATC	3.84%	1,464,714	0	88,778	88,778	1,375,936	1,375,936	55,401	53,911
Self Supporting Loans											
Gelorup BFB Shed		WATC	4.54%	0	1,223,930	0	108,646	0	0	0	27,783
				4,089,267	1,223,930	194,101	410,797	3,895,166	3,787,116	117,544	202,189

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.
The self supporting loan(s) repayment will be fully reimbursed.
Budgeted and actual interest repayments includes accrued interest.

(b) New Debentures

Particulars/Purpose	Term (Years)	Institution	Interest Rate %	Loan Type	Amount Borrowed		Total Interest & Charges \$	Amount Used		Balance Unspent \$
					Actual	Budget		Actual	Budget	
					\$	\$		\$	\$	
Gelorup BFB Shed	10	WATC	4.54%	Debenture	0	1,223,930	183,203	0	1,223,930	0
					0	1,223,930	183,203	0	1,223,930	0

(c) Unspent Debentures

The Shire had no unspent borrowing funds as at 30 June 2023 nor is it expected to have unspent borrowing funds as at 30 June 2024

(d) Overdraft

Council has no overdraft facility. It is not anticipated that an overdraft facility will be required to be utilised during 2023/24.

SHIRE OF CAPEL
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23. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
Differential General Rate / General Rate											
1 Residential	0.101009	1,688	29,371,676	2,966,804	6,581	0	2,973,385	2,962,051	71,500	0	3,033,551
2 Residential Vacant	0.101009	24	544,180	54,967	5,720	0	60,687	54,967	0	0	54,967
3 Urban Development	0.101009	3,132	53,988,064	5,453,281	4,853	0	5,458,134	5,424,577	0	0	5,424,577
4 Urban Development Vacant	0.101009	6	386,000	38,989	0	0	38,989	42,878	0	0	42,878
5 Town Centre	0.094080	24	992,940	93,416	0	0	93,416	93,416	0	0	93,416
6 Town Centre/Special Use/Light Industrial Vacant	0.094080	8	153,250	14,418	9,124	0	23,542	14,418	0	0	14,418
7 Light Industry	0.094080	34	1,112,600	104,673	1,101	0	105,774	104,673	0	0	104,673
8 Commercial Use Urban Development	0.094080	39	5,278,800	496,896	15,386	0	512,283	493,007	0	0	493,007
9 Special Use	0.094080	7	1,451,040	136,514	0	0	136,514	136,514	0	0	136,514
12 Special Rural	0.092910	443	8,423,260	782,605	1,706	0	784,311	780,600	0	0	780,600
Unimproved Valuations											
10 Rural Commercial Use	0.005589	10	5,918,000	33,076	397	0	33,473	33,076	0	0	33,076
11 Rural	0.005589	537	328,741,000	1,837,334	(3,318)	0	1,834,016	1,841,318	0	0	1,841,318
Sub-Total		5,952	436,360,810	12,012,974	41,550	0	12,054,524	11,981,495	71,500	0	12,052,995

Minimum Rates

1 Residential	1,430	733	9,543,240	1,048,193	0	0	1,048,193	1,028,170	28,600	0	1,056,770
2 Residential Vacant	1,430	210	1,573,470	300,300	0	0	300,300	323,180	0	0	323,180
3 Urban Development	1,430	496	6,823,350	709,280	0	0	709,280	662,090	0	0	662,090
4 Urban Development Vacant	1,430	282	1,283,430	403,260	0	0	403,260	473,330	0	0	473,330
5 Town Centre	1,430	9	101,608	12,870	0	0	12,870	12,870	0	0	12,870
6 Town Centre/Special Use/Light Industrial Vacant	1,430	7	214,900	10,010	0	0	10,010	11,440	0	0	11,440
7 Light Industry	1,430	7	108,110	10,010	0	0	10,010	10,010	0	0	10,010
8 Commercial Use Urban Development	1,430	0	166,380	0	0	0	0	0	0	0	0
9 Special Use	1,430	2	19,300	2,860	0	0	2,860	2,860	0	0	2,860
12 Special Rural	1,430	45	675,110	64,350	0	0	64,350	64,350	0	0	64,350
Unimproved Valuations											
10 Rural Commercial Use	1,430	5	624,000	7,150	0	0	7,150	5,720	0	0	5,720
11 Rural	1,430	306	37,061,752	437,580	0	0	437,580	439,010	0	0	439,010
Sub-Total		2,102	58,194,650	3,005,863	0	0	3,005,863	3,033,030	28,600	0	3,061,630

Specified Area Rate (refer note 24)

15,060,387	15,114,625
862,033	866,730

Discounts/concessions (refer note 25)

15,922,420	15,981,355
0	(595)

Totals

15,922,420	15,980,760
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**SHIRE OF CAPEL
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24. SPECIFIED AREA RATE

Specified Area Rate	Basis of Valuation	Rate in \$	Rateable Value \$	Rate Revenue \$	Interim Rate Revenue \$	Back Rate Revenue \$	Total Specified Area Rate Revenue \$	Budget Rate Revenue \$	Budget Back Rate Revenue \$	Budget Interim Rate Revenue \$	Total Budget Rate Revenue \$
Maintenance of Dalyellup Parks, Gardens, Structures and Toilets	GRV	0.056000	107,976,128	860,997	1,037	0	862,033	855,803	0	10,927	866,730
				860,997	1,037	0	862,033	855,803	0	10,927	866,730

The specified are rate for Dalyellup Beach is to ensure that the parks and gardens within the subdivision are Maintained to the standard presented by the developers. The proceeds of this rate are applied in full to meet half the cost of maintenance. Any excess funds collected are reserved to meet future year's expenditure.

25. DISCOUNTS, INCENTIVES, CONCESSIONS, & WRITE-OFFS

	Type	Disc %	Actual \$	Budget \$
Specified Area Rate Dalyellup Parks and Garden Maintenance	Concession	0%		2,957,168
Photocopy Charges	Waiver	N/A	0	0
Sundry Debtors	Write-Off	N/A	0	0
Minimum Rate	Minimum Rate	50%	0	595

5 residents who pay their rates either in full or via instalments and pay their first payment by the due date (as stated on the rate notice), will be entered into a draw to receive \$200 discount from their rate notice.

A concession is granted to property owners in the rating zoning 3 and 4 (Dalyellup) to limit the maximum specified area rate for Dalyellup Parks, Gardens, Structures and Toilets Maintenance to \$218.54 per property.

The total value of the concession is estimated to be \$2,957,168 based on the application of a rate in the dollar of 5.6000 cents against the properties gross rental value.

Concessions are offered on hall and facility hire to various individuals or not for profit community groups based on their residential status in the Shire, and/or who will be the beneficiaries - children, youth or seniors. Council considers support of these groups and activities as necessary for the overall benefit of the community.

A specific rate concession is offered to designated land owners based on the merits of individual circumstances through the disregarding of the minimum rate.

Requests to write off debts are periodically provided to Council for their decision and any debts written off are resolved by an absolute majority decision of Council.

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26. INTEREST CHARGES AND INSTALMENTS

	Interest Rate %	Admin. Charge \$	Revenue \$	Budgeted Revenue \$
Interest on Unpaid Rates/ESL	7.00	N/A	43,089	88,425
Interest on Instalments Plan	3.00	N/A	45,167	34,345
Charges on Instalment Plan	N/A	11.00	83,325	82,995
Interest on Deferred Rates	N/A	N/A	0	253
			171,581	206,018

Ratepayers have the option of paying rates in four equal instalments, due on 15 September 2023, 15 November 2023, 15 February 2024, and 15 April 2024. The cost of the instalment plans comprise simple interest of 3% pa calculated from the date the first instalment is due, together with an administration fee of \$11 for each instalment notice.

27. FEES & CHARGES	2024 \$	2023 \$
Governance	0	0
General Purpose Funding	154,102	13,620
Law, Order, Public Safety	57,314	17,519
Health	30,158	40,251
Education and Welfare	1,482	15,881
Community Amenities	3,420,432	366,908
Recreation & Culture	76,294	9,400
Transport	575	0
Economic Services	67,813	56,927
Other Property & Services	0	3,462
	3,808,169	523,967

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

28. GRANT REVENUE

By Nature and Type:		
Operating Grants, Subsidies and Contributions	823,622	620,923
Non-Operating Grants, Subsidies and Contributions	832,239	8,952
	1,655,861	629,875
By Program:		
Governance	0	0
General Purpose Funding	57,752	407,988
Law, Order, Public Sector	508,797	89,392
Health	0	0
Education and Welfare	4,000	68,739
Community Amenities	0	0
Recreation and Culture	408,679	7,500
Transport	657,104	52,160
Economic Services	0	3,452
Other Property & Services	19,529	645
	1,655,861	629,875

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28. GRANT REVENUE (Continued)						
RECEIVABLE FROM	PURPOSE	General Ledger Account	2023/24 Budget	2023/24 ACTUAL YTD	2023/24 PROJECTED	
Schedule 3 General Purpose Funding						
Local Government Grants Commission	Financial Assistance Grant - Equalisation Funding	130302090.3100	0	48,062	0	
Local Government Grants Commission	Financial Assistance Grant - Local Roads Grant	130302100.3100	0	9,690	0	
Schedule 5 Law, Order, Public Safety						
DFES	BFB Gelorup	130501100.5810	340,670	0	340,670	
DFES	Replacement of BFB appliances (Elgin)	130505150.5810	235,855	0	235,855	
DFES	Replacement of BFB appliances (Stirling)	130505150.5810	560,000	0	560,000	
DFES	ESL Operating Grant 23/24	130505100.3100	108,000	46,439	108,000	
Shire of Dardanup and Colлие	Bushfire Risk Mitigation Co-ordinator	130507000.3130	72,345	0	72,345	
DFES	Bushfire Risk Mitigation Co-ordinator	130507100.3100	46,508	46,508	46,508	
DFES	Mitigation Activity Fund (MAF) Grant	130507100.3100	450,000	415,850	450,000	
WA Police Force	State Graffiti Community Fund	130503100.3100	5,000	0	5,000	
DFES	Grants for implementation of CSCP Strategies	130503100.3100	2,500	0	2,500	
Schedule 8 Education & Welfare						
Various	Youth Strategic Plan Implementation Grants	130807000.3100	5,000	0	5,000	
Department of Communities	Capel Youth Leadership Development Program	130807000.3100	10,000	4,000	10,000	
Various	Grants for Active Ageing Projects/Activities for Seniors	130804350.3100	2,500	0	2,500	
Schedule 11 Recreation & Culture						
Department of Local Government, Sport & Cultural Industries	Club Night Light Grant - Boyanup Memorial AFL Ground - LED floodlighting upgrade program	131103100.5810	48,698	369,315	48,698	
South West Development Commission	Sleaford Park Gelorup Redevelopment	131103100.5810	120,000	0	120,000	
Department of Local Government, Sport & Cultural Industries	Capel Regional Equestrian Park (CREP) Clubhouse Redevelopment	131103100.5810	235,980	0	235,980	
Department of Infrastructure-LRCIP Phase 3	Capel Regional Equestrian Park (CREP) Clubhouse Redevelopment	131103100.5810	305,217	0	305,217	
Department of Infrastructure-LRCIP Phase 4	Capel Regional Equestrian Park (CREP) Clubhouse Redevelopment	131103100.5810	429,394	0	429,394	
Department of Local Government, Sport and Cultural Industries	Dalyellup Multipurpose Community and Youth Centre	131103100.5810	48,220	0	48,220	
Department of Local Government, Sport & Cultural Industries	Sports Lighting - Ferndale Park	131103120.3100	21,667	0	21,667	
Children's Book Council of Australia	Childrens Book Week	131105000.3100	1,000	0	1,000	
State Library of Western Australia	Operating contributions	131105000.3130	35,000	3	35,000	
Various	Grants for Community Events	131107100.3100	24,000	29,999	24,000	
Department of Local Government, Sport and Cultural Industries	Club Connection Grant-Sporting Club Development Plan	131107100.3100	19,700	1,364	19,700	
Various	Grants for Volunteer's Workshop/Recognition	131107100.3130	1,000	0	1,000	
Various	Grants for Australia Day Functions	131107100.3120	10,000	8,000	10,000	
Schedule 12 Transport						
Main Roads WA	Direct Grant-Operating	131202100.3100	164,028	194,130	164,028	
Main Roads WA	Bridge Grant State Funds	131201160.3100	123,000	0	123,000	
Department of Infrastructure	Roads to Recovery (Mallolup Road R2R008)	131201110.5820	189,500	0	189,500	
Department of Infrastructure	Roads to Recovery (Oeelup Road R2R012)	131201110.5820	45,500	0	45,500	
Department of Infrastructure	Roads to Recovery (Austin Road R2R042)	131201110.5820	22,577	0	22,577	
Department of Infrastructure	Roads to Recovery (Weld Road R2R104)	131201110.5820	135,000	0	135,000	
Department of Infrastructure	Roads to Recovery (Weld Road R2R104A)	131201110.5820	154,577	0	154,577	
Department of Infrastructure	Roads to Recovery (Roberts Road R2R280)	131201110.5820	238,000	0	238,000	
Department of Transport	Bicycle Network Grant	131201140.5810	60,000	0	60,000	
Main Roads WA	Sleaford Park Gelorup (FC167)	131201140.5810	15,000	0	15,000	
Main Roads WA	RRG (Boyanup Road West RRG294E)	131201100.5810	0	0	0	
Main Roads WA	RRG (Gavins Road RRG003)	131201100.5810	371,025	98,940	371,025	
Main Roads WA	RRG (Boyanup Road West RRG294)	131201100.5810	637,240	194,560	637,240	
Main Roads WA	RRG (Weld Road and Payne Street RRG 104)	131201100.5810	109,110	0	109,110	
Public Transport Authority	Bus Shelter (Dalyellup Baptist College OC11371)	131201130.5810	7,000	100,000	7,000	
Public Transport Authority	Bus Shelter Maintenance Assistance Scheme	131201130.5810	1,733	0	1,733	
Department of Infrastructure	LRCIP Phase 2 (Ramsay Road-Final 10%)	131201130.5820	76,366	69,424	76,366	
Department of Infrastructure	LRCIP Phase 3 (Hasties Road DC024) (Balance of claim)	131201130.5820	60,930	0	60,930	
Department of Infrastructure	LRCIP Phase 3 (PGB School Bus Turnaround LRC249) (Balance of claim)	131201130.5820	64,716	0	64,716	
Department of Infrastructure	LRCIP - Phase 4 (Roads TBD)	131201130.5820	247,684	0	247,684	
Various	Roadwork's contributions	131202010.3130	102	48	102	
Schedule 13 Economic Services						
Bendigo Bank	Reimbursement of Community Bus expense	131308000.3130	500	0	500	
Extractive Industry	Road Deterioration Charge-Pavement Damage	131308350.3130	61,710	0	61,710	
Schedule 14 Governance						
Department of Training and Workforce Development	Traineeship	131402100.3100	17,625	19,529	17,625	
Total Operating Grants, Subsidies and Contributions excluding Non-cash contributions			1,181,185	823,622	1,181,185	
Total Non-operating Grants, Subsidies and Contributions excluding Non-cash contributions			4,759,992	832,239	4,759,992	
Total Grants, Subsidies and Contributions excluding Non-cash contributions			5,941,177	1,655,862	5,941,177	
Schedule 12 Transport Non-cash contributions						
Developer Contributions	Non-Cash contribution - Roads	3120133.5830	300,000	0	300,000	
Developer Contributions	Non-Cash Contribution - Parks & Gardens	3120133.5830	50,000	0	50,000	
Developer Contributions	Non-Cash Contributions - Footpaths	3120133.5830	125,005	0	125,005	
Developer Contributions	Non-Cash Contributions - Drainage	3120133.5830	300,000	0	300,000	
Developer Contributions	Non-Cash Contributions - Bridges	3120133.5830	0	0	0	
Total Non-cash contributions			775,005	0	775,005	
Total Grants, Subsidies and Contributions			6,716,182	1,655,862	6,716,182	

SHIRE OF CAPEL
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR TO DATE 31 DECEMBER 2023

29. NET CURRENT ASSETS**Composition of Estimated Net Current Asset Position**

	2024	2023
	YTD Actual	(1 July 2023
		Brought Forward)
	\$	\$
Surplus/(Deficit)	<u>15,099,894</u>	<u>4,411,156</u>
<u>Comprises</u>		
Cash and Cash Equivalents		
Cash at bank and on hand	9,915,731	5,986,479
Term Deposits	16,579,308	17,391,410
Receivables		
Rates Outstanding	5,777,237	788,196
Sundry Debtors	329,389	260,863
GST Receivable	(156,656)	1,292
Accrued Income	0	64,397
Prepayments	142,476	81,246
Inventories		
Fuel and Materials	14,898	23,729
<u>Less:</u>		
Trade and other Payables		
Sundry Creditors	(989,590)	(1,230,579)
Prepaid Rates	(282,679)	(717,275)
Other payables - Bonds	(1,518,209)	(2,203,059)
Contract Liabilities	(441,990)	(441,990)
Accrued Interest on Debentures	(34,614)	(34,614)
Accrued Salaries and Wages	0	(326,088)
GST Payable	0	0
Current Portion of Long Term Borrowings		
Secured by Floating Charge Debentures	(108,050)	(302,151)
Lease Liabilities	(112,125)	(94,362)
Provisions		
Provision for Annual Leave	(662,402)	(528,749)
Provision for Long Service Leave	(610,000)	(673,150)
<u>Net Current Assets</u>	<u>27,842,724</u>	<u>17,991,010</u>
Adjustment to Net Current Assets		
Less: Reserves - cash backed	(12,963,074)	(13,974,653)
Less: Current assets not expected to be received at end of year		
- Deferred Debtors	68	(1,715)
Add: Current liabilities not expected to be cleared at end of year		
Current portion of borrowings	108,050	302,151
Current portion of lease liabilities	112,125	94,362
Surplus/(Deficit)	<u>15,099,894</u>	<u>4,411,156</u>

SCHEDULE OF INVESTMENTS AS AT 31 DECEMBER 2023

MUNICIPAL

Investment Date	Investment Description	Balance	Term	Days	Rate %	Maturity Date	Yield	% of total
31/12/2023	Cash on hand	1,160	N/A		0.00	N/A	N/A	
31/12/2023	Bendigo CAB Municipal (Bank Reconciliation Statement)	2,463,074	At call		0.00	N/A	N/A	9%
31/12/2023	Emergency Services Account	5,000	At call		0.00	N/A	N/A	
31/12/2023	WATC Municipal Deposit	7,446,497	At call		4.05	N/A	N/A	29%
7/09/2023	NAB Term Deposit (NAB)	1,588,047		210	5.10	4/04/2024	46,597	
14/09/2023	NAB Term Deposit	1,600,631		273	5.11	13/06/2024	61,176	
5/10/2023	NAB Term Deposit	1,058,132		210	5.10	2/05/2024	31,048	
21/09/2023	NAB Term Deposit	1,053,241		273	5.13	20/06/2024	40,412	
21/09/2023	NAB Term Deposit	2,098,531		273	5.13	20/06/2024	80,520	47%
21/09/2023	NAB Term Deposit 679	1,049,333		273	5.13	20/06/2024	40,262	
19/10/2023	NAB Term Deposit 636	2,106,760		91	4.88	18/01/2024	25,632	
7/09/2023	NAB Term Deposit 550	1,012,316		273	5.08	6/06/2024	38,464	
14/09/2023	NAB Term Deposit 158	1,012,316		273	5.08	13/06/2024	38,464	
21/09/2023	Macquarie Bank Term Deposit	1,000,000		182	4.77	21/03/2024	23,785	
21/09/2023	Macquarie Bank Term Deposit (Curve)	1,000,000		182	4.77	21/03/2024	23,785	15%
19/10/2023	Macquarie Bank Term Deposit (Curve)	1,000,000		91	4.93	18/01/2024	12,291	
14/09/2023	Macquarie Bank Term Deposit (Curve)	1,000,000		91	4.72	14/12/2023	11,768	
Total		26,495,038						100%

4.22% = Average interest rate on Municipal funds

TRUST

30/11/2023	WA Treasury Corporation 200214061677 WATC	831,172		30	4.21	30/12/23	2,879	100%
Total		831,172						100%

4.21% = Average interest rate on Trust funds

2023/24 Capital Works Programme											
Acct /Job	Description of Works	Budget 2023/24	Actual 31/12/2023	Forecast 30/06/2024	Variance	PO Bal 31/12/2023		Expenditure Last Month	Expenditure This Month	Expenditure Next Month	
								Nov	Dec	Jan	
	Infrastructure										
	Schedule 12 Transport - Road Infrastructure										
	Road Projects (Council Funded)										
	Transport - Roads BUA - Sealed										
4120138 RC107	Barlee Road Capel 0.28-0.44 Design and Rehabilitation (Asphalt)	149,603	2,000	149,603	0	8,500	Design then contract. On track. Design has been commissioned Jan 2024, anticipate RFT and delivery by June 2024. Linked to additional LROI funding and reassigned other funding. RTR project No13.			1,000	
RC094	Salter Road Boyanup 0.00-0.63 Design for: Rehabilitation (Bitumen)	16,470	0	0	(16,470)	0	Defer and rescope			0	
RC493	Murtin Road Dalyellup 0.00-0.54 Reseal (Asphalt) & Kerb Repairs	327,750	0	0	(327,750)	0	Defer and investigate for validity.			0	
RC104	Weid Road Capel 1.91-3.55 2nd Coat Seal (10mm)	80,000	799	80,000	0	0	New RFT works to be scheduled			435	
RC137	Forrest Road Capel 0.06-0.13 Design for Rehabilitation (Bitumen)	5,873	0	0	(5,873)	0	Defer and investigate.			0	
RC292	Peppermint Grove Road - Road Capital			20,000	20,000		Survey and design. Expenditure not included in annual budget. 2024/25 project.				
RC330	Norton Promenade - Road Capital			30,000	30,000		Survey and design. Delivery 24/25 FY. Expenditure not included in annual budget.				
RC122	Hutton Road (Capel) - Road Capital			30,000	30,000		Design required plus survey levels in 23/24 and deliver 24/25 FY.				
RC129	Prowse Road - Road Capital			10,000	10,000		Depot entry statement. This part of the Master Plan development. Entry statement to tied up to ensure water flow is managed an road level lifted to allow improved access to this site. This design will also establish levels for new gate infrastructure for improved security. This entry statement will also include a turn around slip way for the truck and a location for the standpipe for water top-up etc. not obstructing the main entry. Expenditure not included in annual budget.				
RC000	Non-Cash road infrastructure from subdivision developers	300,000	0	300,000	0	0	Infrastructure that has been built by subdivision developers and handed over to the Shire by agreement. Value of asset recognised along with a matching income amount.			0	
		879,696	2,799	619,603	(260,093)	8,500		0	1,435	0	
	Transport - Roads Outside BUA - Sealed										
4120141 RC096	Gray Road Boyanup 0.00-2.19 Reseal (Bitumen)	53,550	0	53,550	0	0	Project planned for FY. Carryover if not completed.			0	
RC127	Lakes Road Stratham 1.00-1.43 Design for: Rehabilitation (Bitumen)	12,690	0	0	(12,690)	0	Design 23/24.			0	
RC006	Elgin Road Elgin 4.00-5.57 2nd Coat Seal (10mm)	87,000	77,011	77,011	(9,989)	0	Contractor. Completed. Requires possible line marking but not believed necessary.			77,011	
RC008	Mallokup Road Capel 1.08-1.91 Design for Rehabilitation (Bitumen)	25,835	0	28,677	2,842	28,677	Design. On track. Road works need to be completed, to be done.			0	
		179,075	77,011	159,238	(19,837)	28,677		0	77,011	0	
	Transport - Roads Outside BUA - Gravel										
4120142 RC023 RC076	Cain Road The Plains 3.62-3.71 Rehabilitation (Asphalt) Bryce Road - Road Capital	52,500	0	52,500	0	0	23/24 for project completion 23/24 consultant design. Concept design for suggested road upgrade to support current and future road usage. DA forming part of this discussion. Expenditure not included in annual budget.			0	
		52,500	0	57,500	5,000	0		0	0	0	
	Part Funded Projects (State and Council) RRG										
	Transport - Roads Outside BUA - Sealed - RRG										
4120149 RRG003	Gavins Road Capel 0.00-11.08 Design for: Reconstruct & Widen Formation to 6.2m Bitumen	556,538	0	0	(556,538)	26,082	Defer. Survey has just been engaged. Design to follow for 11km. All clearances and permits to be done in 2024. Construction in 2025. Funded from 24 carryover and new 2025 allocation to deliver larger section of works.			0	
RRG294	Boyanup Road West Boyanup 1.42-3.20 Reconstruction, drainage upgrade & linemarking "Clearing Permit Required"	955,860	0	0	(955,860)	0	Design and construction. Carry over. Shoulder widening, road good otherwise. Was to be inhouse, staff shortage now requires this to be contracted.			0	
RRG294E	Road Reconstruction Offset Planting Boyanup Road West Boyanup Offset Planting	79,671	3,150	79,671	0	83,750	Progressing this item through contractors			0	
RRG104	Weid Road and Payne Street - Offset Planting	163,666	0	163,666	0	180,032	Progressing this item through contractors			0	
		1,755,735	3,150	243,337	(1,512,398)	289,864				0	0

2023/24 Capital Works Programme											
Acct /Job	Description of Works	Budget 2023/24	Actual 31/12/2023	Forecast 30/06/2024	Variance	PO Bal 31/12/2023		Expenditure Last Month	Expenditure This Month	Expenditure Next Month	
	Funded Projects R2R										
4120144	Transport - Roads BUA - R2R										
R2R042	Austin Road Capel 0.00-0.62 Reseal (Bitumen) "Light Pruning Required"	55,848	0	55,848	0	0	Contractor. New RFT works to be scheduled.			0	
R2R104	Weld Road Capel River 7.50-10.50 Gravel Re-sheeting	427,500	340,679	343,679	(83,821)	0	Contractor. Complete.			139,352	
R2R104A	Weld Road Capel River 10.50-13.50 Gravel Re-sheeting (Inhouse)	480,000	471,260	481,064	1,064	0	Contractor. Complete.			128,085	
		963,348	811,939	880,591	(82,757)	0				267,437	
4120145	Transport - Roads Outside BUA - Sealed - R2R (Acct 4120145)										
R2R012	Queelup Road North Boyanup 1.45-3.08 Reseal (Bitumen)	74,250	0	0	(74,250)	0	Design consultant. Defer and investigate. The funding will not address the issue properly. It is suggested to use this for survey/design of the entire road and then budget in 24/25 FY for works delivery.			0	
R2R008	Mallokup Road Capel 1.08-1.91 Rehabilitation (Bitumen)	284,250	0	284,250	0	0	Contractor. On track but possible carry over. Roads needs works to be done(Reseal) SLK to be extended to SLK 0.54. SLK 0.54-1.91.			0	
R2R280	Roberts Road Stirling Estate 0.00-1.13 Rehabilitation (Bitumen)	259,420	9,950	320,915	61,495	305,215	Contractor. On track. Works awarded at November 2023 OCM for \$310,964.75. Practical completion scheduled for 09/02/2024.			0	
		617,920	9,950	605,165	(12,755)	305,215		0	0	0	
	Total Road Works Programme	4,448,274	904,849	2,565,434	(1,882,840)	632,256		0	0	345,883	0
4120190	Schedule 12 Transport - Carpark Infrastructure										
OC12411	Capel Infant Health Centre Carpark - pavement repairs, reseal, kerb repairs	9,825	0	0	(9,825)	0	Design 23/24 consultant. Defer. Any major repairs to this locality will be picked up in a new design for this entire alignment. This funding is insufficient to do any works of significance and issues of risk or repair can be done from Operational budgets.			0	
OC12438	Access Road Capel Hard Courts off Spurr Street - unsealed pavement repairs, gravel overlay	15,750	0	0	(15,750)	0	Contractor. Defer. Site contamination issues regarding radiation levels. This needs to be discussed and clarified on how to engage works.			0	
OC12408	Access Road Capel Hard Courts off Berkshire Street - unsealed pavement repairs, gravel overlay	18,600	0	0	(18,600)	0	Defer. Site contamination issues regarding radiation levels. This needs to be discussed and clarified on how to engage works.			0	
OC12436	Rich Road Carpark - pavement repairs, reseal, kerb repairs	71,290	0	71,290	0	15,789	Contractor. This is being scoped and will put out to contractor for delivery.			0	
OC12413	Capel Cemetery Carpark - unsealed pavement repairs, gravel overlay	88,350	0	88,350	0	0	Contractor. Gravel overlay not required. Installation of fencing and gated area to be clarified with Cemetery group. Internal cemetery area kerbing to be done. Internal footpath for memorial area to be upgraded.			0	
OC12428	Hardey Road Carpark - drainage repairs, kerbing pavement repairs	27,000	0	27,000	0	0	Contractor. Currently being priced for improvement to swale area at tree location with headwall and rock pitching. Pram ramp to footpath plus clean up of sand spill. Minor handrail remediation to footpath.			0	
		230,815	0	186,640	(44,175)	15,789		0	0	0	
4120165	Schedule 12 Transport - Drainage Infrastructure										
DC065	Skippings Road Boyanup Replace existing culvert and headwalls	37,500	0	20,000	(17,500)	0	Contractor. RFO out to fix the one at SLK 3.20. Need to confirm this is the listed item, budget is excessive for the RFO item assumed to be \$20k maximum.			0	
DC003	Gavins Road Elgin Replace existing culvert and headwalls	30,000	0	0	(30,000)	0	Contractor. Defer and investigate. Detail design being done to include this as part of the overall design.			0	
DC000	Design recommendations from Gelorup Flood Modelling Report (TPS3)	30,000	0	0	(30,000)	0	Survey consultant 23/24. Projects completed full review of the area using contract engineer, survey, scope and RFT document being developed, this to be done in stages pending budget.			0	
DC020	Goodwood Road Capel Upgrade open drain to pipe and pit system inc kerb and conc crossovers (Public consultation and detailed design.)	27,000	0	27,000	0	0	Design. At risk for carry over. To develop scope and diagrams, will try to at least get survey done to support design.			0	
DC000	Capel Oval Reserve Remove typha and re-establish invert level of open drain/basins along western edge of reserve (Management Plan to be implemented due to contaminated site).	18,000	0	0	(18,000)	0	Defer. Site contamination issues regarding radiation levels. This needs to be discussed and clarified on how to engage works.			0	

2023/24 Capital Works Programme											
Acct /Job	Description of Works	Budget 2023/24	Actual 31/12/2023	Forecast 30/06/2024	Variance	PO Bal 31/12/2023		Expenditure Last Month	Expenditure This Month	Expenditure Next Month	
DC466	Waddington Loop Drainage Reserve Capel Install sub soil bypass pipe around basin.	37,500	0	0	(37,500)	0	0 Defer. This item needs more information. Site currently being cleaned by operations to improve drainage and holding capacity.			0	
DC116	Capel Oval Reserve Replace subsoil outlet pipe and redirect to basin in north west corner, provide subsoil through open drain adjacent to RV Stop Spot and backfill drain with clean fill (100m³).	49,500	0	0	(49,500)	0	0 Defer. Site contamination issues regarding radiation levels. This needs to be discussed and clarified on how to engage works.			0	
DC000	South Western Highway Boyanup Remove silt from blocked headwall H009/HW191 north of Eileen Crt intersection.	4,500	0	0	(4,500)	0	0 Defer. This budget is totally insufficient to do any works of significance along this alignment. Ops team investigating this alignment for staged cleanup requirements.			0	
DC235	South Western Highway Boyanup Remove silt from blocked headwall H009/HW191 north of Eileen Crt intersection.	4,500	26,776	26,776	22,276	0	0 Multiple drainage sites			0	
DC108	<i>West Road - Drainage Capital</i>			100,000	100,000		88m of drainage has collapsed causing significant issues in winter. This has been an ongoing issue and requires immediate attention to mitigate issues this winter. Expenditure not included in annual budget.				
DC000	Non-Cash drainage infrastructure from subdivision developers	300,000	0	300,000	0	0	Infrastructure that has been built by subdivision developers and handed over to the Shire by agreement. Value of asset recognised along with a matching income amount.			0	
		538,500	26,776	473,776	(64,724)	0		0	0		
4120170	Schedule 12 Transport - Dual Use Paths										
FC073	South Western Highway Meadowbrook Reinstatement Boyanup.	5,400	0	0	(5,400)	0	0 Delete as not aware of any issues.			0	
FC013	South Western Hwy - Turner St to Bridge St Boyanup (Rail Crossing renewal of existing). Stage 1. Liason required with ARC Infrastructure and MRWA to gain approval. Detailed design currently in progress.	127,500	0	127,500	0	31,053	Completed works for new path, acquittal and final invoicing being concluded. Revise actual forecast			0	
FC020	South Western Hwy - Turner St to Bridge St Boyanup (Rail Crossing renewal of existing). Stage 2. Liason required with ARC Infrastructure and MRWA to gain approval. Detailed design currently in progress.	60,000	0	60,000	0	0	Completed works for new path, acquittal and final invoicing being concluded.			0	
FC003	Trigwell Road - Bridge Street to South West Highway Boyanup. Requires further discussion with MRWA.	73,458	0	0	(73,458)	0	0 Defer. Under investigation.			0	
FC330	Norton Promenade - Dalyellup Beach Carpark South Dalyellup. Renewal of existing adjacent stairs.	33,750	0	33,750	0	0	0 Contractor. On track but possible carry over. Investigation of stairs.			0	
FC212	Spurr Street - Tucker Street to Berkshire Street Capel (Design and pre-works).	30,000	0	30,000	0	0	0 23/24 consultant. Design. On track. To be put out design consultancy.			0	
FC167	Sealford Park Gelorup (Parking Path)	15,000	4,350	4,350	(10,650)	0	0 Design. Defer and remove. This needs to be removed as this agreement is no longer in place, they are only delivering the carpark reinstatement.		3,750		
FC104	Weld Road - Capel Drive to Payne Road Capel (various sections)	58,670	42,993	46,540	(12,130)	3,547	0 Contractor. Completed.			0	
FC170	Payne Street (Gwindinup) - Footpath Capital	0	700	0	0	0	0 Survey to be expensed.			0	
FC000	<i>Busseil Highway (Don Punch feasibility study for foot path)</i>	0	0	50,000	50,000	0	0 Consultant costs expenditure			0	
FC000	Non-Cash path infrastructure from subdivision developers	125,005	0	125,005	0	0	Infrastructure that has been built by subdivision developers and handed over to the Shire by agreement. Value of asset recognised along with a matching income amount.			0	
		528,783	48,043	477,145	(51,638)	34,600		0	3,750	0	
	Total Non Road	1,298,098	74,818	1,137,561	(160,537)	50,389		0	3,750	0	
	Other Infrastructure										
4110370	Schedule 11 Recreation & Culture - Other Recreation and Sport										
PC11366	Replacement Fountain/Rehydration Station - Central Lakes Park	8,000	0	15,000	7,000	0	0 On track. Higher forecast due to insufficient budget project funds.			0	
PC11322	Boyanup Memorial Park AFL Ground - LED floodlighting upgrade program	146,095	0	320,000	173,905	0	0 On track. RFQ to advertise works awaiting final review by Com Dev & PEA teams prior to release. Further feasibility work has been undertaken in terms of structural, lighting design, power and tower configurations with revised cost estimates.			0	
OC11377	Shade Sails Sleaford Park Gelorup	15,000	0	26,710	11,710	26,710	0 On track. Works awarded 20/10/2023. Awaiting updated PC date from Contractor.			0	
OC11343	Playground Shading Program - Lewana POS Dalyellup	66,250	0	34,800	(31,450)	34,800	0 On track. Works awarded 20/10/2023. Awaiting updated PC date from Contractor.			0	
OC11354	Playground Shading Program - Narooka POS Dalyellup	50,000	0	32,950	(17,050)	32,950	0 On track. Works awarded 20/10/2023. Awaiting updated PC date from Contractor.			0	

2023/24 Capital Works Programme											
Acct /Job	Description of Works	Budget 2023/24	Actual 31/12/2023	Forecast 30/06/2024	Variance	PO Bal 31/12/2023		Expenditure Last Month	Expenditure This Month	Expenditure Next Month	
OC11338	Playground Shading Program - Daablonne Vista POS Dalyellup	87,500	0	40,690	(46,810)	28,690	On track. Works awarded 20/10/2023. Awaiting updated PC date from Contractor.			0	
PC11357	Playground Shading Program - North Lake POS Dayellup	66,250	0	31,600	(34,650)	31,600	On track. Works awarded 20/10/2023. Awaiting updated PC date from Contractor.			0	
OC11355	Ferndale Park Dalyellup - Installation of Park and Pathway Lighting	100,000	0	100,000	0	0	On track. Partially complete. RFQ in planning phase with Com Dev & Operations teams.			0	
OC11368	Playground Replacement Program-Wentworth POS Dalyellup	63,000	0	113,000	50,000	0	On track but maybe some carryover. Currently out for design, leftover funds from shade sails to be allocated for this project.			0	
OC11371	Age Friendly Community Plan - Bus Shelter (Dalyellup Baptist College)	23,750	0	23,750	0	0	On track. Investigating with Projects team - defer funds to PCB shelter. Adjust job number.			0	
PC000	Whole of Shire POS - Parks Signage, Entry Statements	20,000	0	0	(20,000)	0	Costed to maintenance			0	
PC11377	Sleaford Park Gelorup Redevelopment	120,000	0	120,000	0	0	On track. Works awarded. Awaiting updated PC date from Contractor. Slight carryover.			0	
OC11389	Central Irrigation control upgrades and improvements	50,000	4,545	50,000	0	0	On track.			0	
OC11389	Irrigation probe, upgrade and repairs - Dalyellup Roundabout Lake	10,000		10,000	0	0	On track.			0	
OC11389	Implementation of recommendations from reviewed Dalyellup Integrated Lake Water Management Strategy (Stage 1)	50,000		0	(50,000)	0	Defer. Build in with stage to allow for extra budget to complete in one season			0	
PC000	Water fountain implementation campaign	15,000	0	15,000	0	0	PCB and Central Lakes location. New job numbers.			0	
OC11307	Trails Master Plan-Ironstone Gully Falls Trail	28,825	0	39,360	10,535	28,825	On track. Works awarded 01/12/2023. Project expected to be delivered by end of April 2024.			0	
OC113419	Beach access Staircase (Northern) Norton Promenade Dalyellup-remediation works	35,820	0	35,820	0	0	Investigation underway.			0	
OC113432	Beach access Staircase (Southern) Norton Promenade Dalyellup (Zedor Carpark)-remediation works	35,820	0	35,820	0	0	On track. Works awarded 13/09/2023. More works due to be done in this locality.			0	
OC113402	Forrest Beach Staircase-remediation works	35,820	0	35,820	0	0	Overdue. Project under investigation.			0	
OC113445	Dalyellup Watering Systems -Redevelopment of Bore Field	0	0	0	0	1,599	GJ240101			0	
OC11366	Dog Hydration Station Bibra Loop, Lakes Park	0	0	0	0	0	GJ240102			0	
PC11330	Dalyellup Skatepark (Capital)	0	15,050	15,050	15,050	0	Irrigation and softfall			0	
OC11372	Dalyellup Secondary College - Oval Lighting Upgrade	0	21,136	0	0	0				0	
PC000	Capel parklet Forrest Road			15,000	15,000		Current costing estimation. Expenditure not included in annual budget.				
PC000	Erle Scott concrete works			40,000	40,000		Lifting concrete panels causing trip hazards being the issue. Remediation proposed is to removed full sections and not replace and convert to softscape with some furnishings (tables, benches, shade structure). This will improve visual amenity and also encourage greater activation. Expenditure not included in annual budget.				
PC000	Non-cash parks & gardens infrastructure from subdivision developers	50,000	0	50,000	0	0	Infrastructure that has been built by subdivision developers and handed over to the Shire by agreement. Value of asset recognised along with a matching income amount.			0	
	Total Other Infrastructure	1,077,130	40,732	1,200,370	123,240	185,174		0	0	0	
	Land and Buildings										
4050114	Schedule 5 Law, Order, Public Safety										
BC5102	Capel Bush Fire Brigade	0	871	0	0	0				0	
BC5104	Gelorup Bush Fire Brigade Facility (Construction and Design Fees)	1,564,600	1,235,677	1,585,015	20,415	238,202	Complete. Works awarded to Devlyn Australia at February 2023 OCM. Self supporting loan no longer required.		295,293		
		1,564,600	1,236,548	1,585,015	20,415	238,202		0	295,293	0	
4080114	Schedule 8 Education & Welfare - Pre-Schools										
BC8101	Capel Play Group - fascia replacement	5,000	0	5,000	0	0	Complete.			0	
		5,000	0	5,000	0	0		0	0	0	
4110114	Schedule 11 Recreation & Culture - Public halls, community civic centres										
BC11120	Dalyellup Community Centre - replace roof section	150,000	0	150,000	0	17,956	Overdue. Due to Develop RFQ Jan/Feb for delivery March-June 2024.			0	
BC11121	Dalyellup Multipurpose Community and Youth Centre	73,160	0	73,160	0	0	Management plan.			0	
		223,160	0	223,160	0	17,956		0	0	0	
4110314	Schedule 11 Recreation & Culture - Other recreation and sport										
BC113116	Dalyellup Beach Toilets - tiling floors and walls	25,000	0	43,781	18,781	0	On track. Works awarded. Awaiting updated PC date from Contractor.			0	
BC113116	Dalyellup Beach Toilets - rain water tank	50,000	0	29,414	(20,586)	0	Works awarded.			0	

2023/24 Capital Works Programme												
Acct /Job	Description of Works	Budget 2023/24	Actual 31/12/2023	Forecast 30/06/2024	Variance	PO Bal 31/12/2023		Expenditure Last Month	Expenditure This Month	Expenditure Next Month		
BC113106	Dalyellup Sports Pavilion - Sewer connection	180,000	0	180,000	0	0	0	On Track/Overdue/Possible carry over. RFT due to be developed in Jan 2024 with anticipated delivery March -Jun 2024.		0		
BC113106	Dalyellup Sports Pavilion - Render repairs	15,000	0	15,000	0	0	0	On track. Due for completion Jan- April 2024.		0		
BC113110	Boyanup Lions Toilet - tiling	15,000	0	7,667	(7,333)	0	0	On track. Works awarded. Awaiting updated PC date from Contractor.		0		
BC113119	Gelorup Skatepark Toilet - tiling	15,000	0	12,278	(2,722)	0	0	Works awarded. Awaiting updated PC date from Contractor.		0		
BC113112	<i>Minninup Beach Toilets - Building (Capital)</i>			15,000	15,000			<i>Rich Road toilets total upgrade. Expenditure not included in annual budget.</i>				
BC113123	Capel Regional Equestrian Park (CREP) Clubhouse Redevelopment	970,591	15,798	1,160,790	190,199	1,160,790	0	2023/24 completion. Works at November 2023 OCM for \$1,160,790.10. Practical Completion scheduled for 18/09/2024.		0		
		1,270,591	15,798	1,463,930	193,339	1,160,790	0		0	0	0	
4140214 BC14201	Schedule 14 Governance - Governance General Cyclic Plant Replacement Program	30,000	0	30,000	0	0	0	On track. Main admin aircon remediation of temperature sensors and new possible locations being investigated.		0		
		30,000	0	30,000	0	0	0		0	0	0	
	Land and Buildings Purchase Total	3,093,351	1,252,346	3,307,105	213,754	1,416,948	0		0	295,293	0	
	Land and Buildings Sale Total	0	0	0	0	0	0		0	0	0	
	Plant & Equipment											
4050530	0784 Schedule 5 Law, Order & Public Safety - Fire Prevention Fire Truck Elgin Brigade Light Tanker (CP246) Fire Truck Stirling Brigade 3.4 Urban Tanker Crew Cab (1CNS506)	235,855	0	235,855	0	0	0	Grant funded		0		
		560,000	0	560,000	0	0	0	Approved by DPES		0		
		795,855	0	795,855	0	0	0		0	0	0	
4140330	4654 Schedule 14 Other Property & Services - Public Works Overheads, Purchase Plant and Equipment											
	Passenger Vehicles											
P0140	CP10438 5 Door SUV (Sport Utility Vehicle) - Manager Organisational Development	31,959	31,959	31,959	0	0	0	Complete.				
P0146	70CP 5 Door SUV (Sport Utility Vehicle) - Manager Business and Technology Services	31,959	31,959	31,959	0	0	0	Complete.				
P0145	41CP 5 Door SUV (Sport Utility Vehicle) - Building Approvals Team	31,959	31,959	31,959	0	0	0	Complete.				
P0151	CP747 5 Door SUV (Sport Utility Vehicle) - Director Community & Corporate Services	54,891		54,891	0	0	0	On track. RFQ being developed in order to go back out to market January 2024.				
P0185	CP0 5 Door SUV (Sport Utility Vehicle) - Chief Executive Officer	56,784	58,239	58,239	1,455	0	0	Complete.				
	Light Commercial Vehicles											
P0148	CP9081 Dual Cab 4x4 Utility - Engineering Technical Officer	51,000		51,000	0	0	0	On track. RFQ being developed in order to go back out to market January 2024.				
P0167	CP9378 Dual Cab 4x4 Utility - Coordinator Engineering Development	51,000		51,000	0	0	0	On track. RFQ being developed in order to go back out to market January 2024.				
PO141	CP9503 Dual Cab 4x4 Utility - Parks & Gardens Team	45,000		45,000	0	0	0	On track. RFQ being developed in order to go back out to market January 2024.				
P0126	CP5186 Dual Cab 4x2 Utility - Parks & Gardens Team	45,000		45,000	0	0	0	On track. RFQ being developed in order to go back out to market January 2024.				
P0155	CP655 Dual Cab 4x2 Utility - Parks & Gardens Team	45,000		45,000	0	0	0	On track. RFQ being developed in order to go back out to market January 2024.				
P0088	CP154 Dual Cab 4x2 Utility - Leading Hand Parks	45,953		45,953	0	0	0	On track. Awaiting updated delivery date.				
P0154	CP9132 Single Cab 4x4 Utility - Work Health and Safety Advisor	47,150		47,150	0	0	0	On track. Awaiting updated delivery date.				
P0153	46CP Dual Cab 4x4 Utility - Supervisor Building Maintenance	47,150	47,150	47,150	0	0	0	Complete.		47,150		
P0161	40CP Dual Cab 4x4 including Ranger POD changeover - Community Ranger	58,063		58,063	0	0	0	On track. RFQ being developed in order to go back out to market January 2024.				
P0158	60CP Dual Cab 4x4 Utility - Community Ranger	53,648		53,648	0	0	0	On track. RFQ being developed in order to go back out to market January 2024.				
P0142	80CP Dual Cab 4x4 Utility with 3.5t towing capacity - Emergency Services Co-ordinator	44,569		44,569	0	0	0	On track. RFQ being developed in order to go back out to market January 2024.				
P0169	45CP Dual Cab 4x4 Utility with 3.5t towing capacity - Supervisor Parks	51,000		51,000	0	0	0	On track. RFQ being developed in order to go back out to market January 2024.				
P0177	1HJZ 058 Dual Cab 4x4 Utility with 3.5t towing capacity - Community Ranger	44,569		44,569	0	0	0	On track. RFQ being developed in order to go back out to market January 2024.				
	Plant & Machinery											
P0089	CP855 Isuzu Maintenance Truck - Works	102,000		102,000	0	0	0	Possible carryover				

2023/24 Capital Works Programme												
Acct /Job	Description of Works		Budget 2023/24	Actual 31/12/2023	Forecast 30/06/2024	Variance	PO Bal 31/12/2023		Expenditure Last Month	Expenditure This Month	Expenditure Next Month	
P0091	CP9112	Patching truck Isuzu NQR 450 - Works	120,500		120,500	0		Possible carryover				
New	New	Compact Track Loader - Works	221,800	221,800	221,800	0		Complete				
New	New	Excavator - Works	137,000	137,000	137,000	0		Complete				
New	New	Trailer to transport Compact Track Loader and Excavator - Works	41,200		41,200	0		On track.				
New	New	Designing Charging Infrastructure for Electric Vehicles	20,000		20,000	0		ARENA grant application				
New	New	Trailer (Dual axle) - Parks	5,000		13,500	8,500		Tipper trailer required.				
P0156	1GYB428	Kubota Out Front Mower - Parks	35,000		0	(35,000)		Defer and rescope				
P0157	1GYB427	Kubota Out Front Mower - Parks	35,000		0	(35,000)		Defer and rescope				
P0162	CP10226	Zero Turn Mower - Parks	25,000		25,000	0		On track				
			1,579,154	560,065	1,519,109	(60,045)	26,063		0	47,150	0	
5140350	4655	Schedule 14 Other Property & Services - Public Works Overheads, Sale Plant and Equipment Sale										
		Passenger Vehicles										
P0140	CP10438	5 Door SUV (Sport Utility Vehicle) - Manager Organisational Development	(24,545)	(24,545)	(24,545)	0		Complete				
P0146	70CP	5 Door SUV (Sport Utility Vehicle) - Manager Business and Technology Services	(22,727)	(22,727)	(22,727)	0		Complete				
P0145	41CP	5 Door SUV (Sport Utility Vehicle) - Building Approvals Team	(13,636)	(13,636)	(13,636)	0		Complete				
P0151	CP747	5 Door SUV (Sport Utility Vehicle) - Director Community & Corporate Services	(25,455)		(25,455)	0		On track. RFQ being developed in order to go back out to market January 2024.				
P0185	CP0	5 Door SUV (Sport Utility Vehicle) - Chief Executive Officer	(45,455)	(45,455)	(45,455)	0		Complete				
		Light Commercial Vehicles										
P0148	CP9081	Dual Cab 4x4 Utility - Engineering Technical Officer	(25,000)		(25,000)	0		On track. RFQ being developed in order to go back out to market January 2024.				
P0167	CP9378	Dual Cab 4x4 Utility - Coordinator Engineering Development	(20,000)		(20,000)	0		On track. RFQ being developed in order to go back out to market January 2024.				
PO141	CP9503	Dual Cab 4x4 Utility - Parks & Gardens Team	(15,000)		(15,000)	0		On track. RFQ being developed in order to go back out to market January 2024.				
P0126	CP5186	Dual Cab 4x2 Utility - Parks & Gardens Team	(15,000)		(15,000)	0		On track. RFQ being developed in order to go back out to market January 2024.				
P0155	CP655	Dual Cab 4x2 Utility - Parks & Gardens Team	(15,000)		(15,000)	0		On track. RFQ being developed in order to go back out to market January 2024.				
P0088	CP154	Dual Cab 4x2 Utility - Leading Hand Parks	(10,909)		(10,909)	0		On track. Awaiting updated delivery date.				
P0154	CP9132	Single Cab 4x4 Utility - Work Health and Safety Advisor	(22,727)		(22,727)	0		On track. Awaiting updated delivery date.				
P0153	46CP	Dual Cab 4x4 Utility - Supervisor Building Maintenance	(22,727)	(22,727)	(22,727)	0		Complete.		(22,727)		
P0161	40CP	Dual Cab 4x4 including Ranger POD changeover - Community Ranger	(31,818)		(31,818)	0		On track. RFQ being developed in order to go back out to market January 2024.				
P0158	60CP	Dual Cab 4x4 Utility - Community Ranger	(31,818)		(31,818)	0		On track. RFQ being developed in order to go back out to market January 2024.				
P0142	80CP	Dual Cab 4x4 Utility with 3.5t towing capacity - Emergency Services Co-ordinator	(30,000)		(30,000)	0		On track. RFQ being developed in order to go back out to market January 2024.				
P0169	45CP	Dual Cab 4x4 Utility with 3.5t towing capacity - Supervisor Parks	(30,000)		(30,000)	0		On track. RFQ being developed in order to go back out to market January 2024.				
P0177	1HJZ 058	Dual Cab 4x4 Utility with 3.5t towing capacity - Community Ranger	(30,000)		(30,000)	0		On track. RFQ being developed in order to go back out to market January 2024.				
		Plant & Machinery										
P0089	CP855	Isuzu Maintenance Truck - Works	(30,000)		(30,000)	0		Possible carryover				
P0091	CP9112	Patching truck Isuzu NQR 450 - Works	(30,000)		(30,000)	0		Possible carryover				
P0156	1GYB428	Kubota Out Front Mower - Parks	(8,225)		0	8,225		Defer and rescope				
P0157	1GYB427	Kubota Out Front Mower - Parks	(8,225)		0	8,225		Defer and rescope				
			(508,267)	(129,091)	(491,817)	0	0		0	(22,727)	0	
		Plant & Equipment Purchase Total	2,375,009	560,065	2,314,964	-60,045			0	47,150	0	
		Plant & Equipment Sale Total	(508,267)	(129,091)	(491,817)	0			0	(22,727)	0	
		Furniture and Equipment										
4070420		Schedule 7 Health - Health Inspection and Administration									1,362	
		Noise meter	16,338	14,792	14,792	(1,546)	0	Complete		0		
			16,338	14,792	14,792	(1,546)	0		0	0	0	
4110520		Schedule 11 Recreation and Culture - Libraries										
		Book Stock Purchase	35,000	1,133	35,000	0			642			
			35,000	1,133	35,000	0	0		642	0	0	
4140220		Schedule 14 Governance - Governance General										
		Learning Management System - Staff Development.	10,000		10,000	0		Possible defer				
		PC Replacement Program	10,000		10,000	0		On track				

2023/24 Capital Works Programme											
Acct /Job	Description of Works	Budget	Actual	Forecast	Variance	PO Bal		Expenditure	Expenditure	Expenditure	
		2023/24	31/12/2023	30/06/2024		31/12/2023		Last Month	This Month	Next Month	
	New Tablets for mobile teams	15,000		15,000	0		On track				
	Replace BF, Rangers, and Tech Services Tablets	30,000		30,000	0		On track				
	Switch Replacement	60,000		60,000	0		On track				
	NAS replacement	5,000	4,660	4,660	(340)		Complete				
	Audio Visual for Chambers	100,000		120,000	20,000		On track with revised forecast				
	Monitor Replacements	5,000	3,828	5,000	0		Ontrack				
	UPS Replacement	10,000		0	(10,000)		Defer and rescope project for 2425 budget				
	SAN Replacement	80,000		80,000	0		On track				
		325,000	8,488	334,660	9,660	0		0	0	0	
	Furniture and Equipment Purchase Total	376,338	24,414	384,452	8,114	0		642	0	0	
	Total	12,668,200	2,857,223	10,909,886	(1,758,314)	2,284,767		642	692,076	0	



15.2. Accounts Paid During the Month of January 2024

Author	Finance Officer, Susan Searle
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Executive/Strategic
Attachments	1. Fuel Statement [15.2.1 - 7 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Accounts paid during January 2024 are submitted for the endorsement of the Council.

Officer's Recommendation

That in accordance with Regulation 13(11) of the *Local Government (Financial Management) Regulations 1996*, the list of payments made under delegated authority for the month of January 2024 be received by the Council and recorded in the minutes of the Council, the summary of which follows:

- 1 The Schedule of Accounts covering EFT44670 to EFT44912, CHQ50775 to CHQ50793 equated to \$1,237,889.90 during the month of January 2024.
- 2 Payroll payments for the month January 2024, equated to \$499,063.18.
- 3 Transfers to and from investments as listed.

Background

Accounts paid are required to be submitted each month.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance, and decision-making:

- 4.1 Effective and compliant governance.
- 4.2 Informed and transparent decision making.

Corporate Business Plan 2023-2027

FIN 9 – **Annual and Monthly Financial Reporting** - Statutory reporting of income and expenditures to the Council and regulatory authorities.

FIN 18 – **Debtor and Creditor Management** - Manage debtors and creditors to maintain optimum cash flow.



Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government Act 1995, section 6.10

6.10. Financial management regulations

1. The general management of, and the authorisation of payments out of-
the municipal fund; and
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-
 1. The payee's name.
 2. The amount of the payment; and
 3. sufficient information to identify the transaction;
and
 - b. the date of the meeting of the council to which the list is to be presented.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Financial Reports.
- Legislative Compliance.
- Purchasing.



Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Low	Unlikely	Minor	Monthly reporting of accounts paid.
Risk Description: Additional checks and balances of accounts paid by the Shire.			
Risk 2 Legislative Compliance Rating: Low	Unlikely	Minor	Monthly reporting of accounts paid.
Risk Description: Meeting legislative requirement of financial reporting to the Council.			
Opportunity: Compliant and accountable procurement in the Shire of Capel’s accounting practices.			

Financial Implications

Budget

Creditor payments are made from the Council’s Municipal Fund.

Long Term

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

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.

Consultation/Engagement

External Consultation

There is no external consultation required.

Internal Consultation

Relevant staff have been consulted and authorised the payments. Documented review by Manager Finance and Director Community and Corporate.



Officer's Comment

EFT44670	02/01/2024	IINET	DALYELLUP LIBRARY MONTHLY INTERNET	119.94
EFT44671	02/01/2024	WESTNET PTY LTD	CAPEL SHIRE AND CAPEL LIBRARY MONTHLY INTERNET	219.98
EFT44672	04/01/2024	ADVENTURE WORLD	INZONE YOUTH PROGRAM	1,329.50
EFT44673	04/01/2024	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	168.00
EFT44674	04/01/2024	BUNBURY MACHINERY	MOWER REPAIRS AND PARTS	4,511.23
EFT44675	04/01/2024	BUNBURY MOWER SERVICE	CHAINSAW AND WHIPPER SNIPPER REPAIRS AND PARTS	1,510.00
EFT44676	04/01/2024	HEATLEYS SAFETY & INDUSTRIAL	PPE	242.74
EFT44677	04/01/2024	MARINE RESCUE BUNBURY	DONATION	340.00
EFT44678	04/01/2024	BUDGET CAR & TRUCK RENTALS	TOYOTA 4X4 DUAL CAB RENTAL HIRE	2,433.20
EFT44679	04/01/2024	BENDIGO BANK BUSINESS CREDIT CARD	<p>DECEMBER 2023 CREDIT CARD TRANSACTIONS:</p> <p>1 DEC - CPP COUNCIL HOUSE - \$5.55 - PARKING FOR MEETING - CARD 253</p> <p>1 DEC - FLORIST GUMP - \$100.00 -CONDOLENCE FLOWERS FOR STAFF - CARD 253</p> <p>1 DEC - STANDARDS AUST - \$644.38 - CONTRACT STANDARDS - CARD 261</p> <p>1 DEC - WOOLWORTHS - \$45.00 - STAFF CHRISTMAS AWARDS - CARD 442</p> <p>4 DEC - AMAZON - \$10.39 - CYBERSECURITY METHODS - CARD 442</p> <p>DEC 5 - ATLISSIAN - \$147.06 - HELPDESK INCREASE - CARD 442</p> <p>DEC 5 - INTERNATIONAL TRANSACTION FEE FOR ABOVE - \$4.41</p> <p>6 DEC - OK ALONE - \$363.79 - LONE WORKER APP - CARD 4426</p> <p>DEC 6 - INTERNATIONAL TRANSACTION FEE FOR ABOVE - \$10.91</p> <p>DEC 9 - DIGITAL CAMERA - \$98.00 -BATTERY AND LIGHTING EQUIPMENT - CARD</p>	1,974.87



AGENDA - Ordinary Council Meeting - 28 February 2024

			<p>253 9 DEC - FLORIST GUMP - \$95.00 - STAFF CONDOLENCES - CARD 253 15 DEC - JITTER BUG COFFEE - \$433.00 - STAFF CHRISTMAS BREAKFAST - CARD 253 16 DEC - SAI GLOBAL - \$451.38 - RECORDS TO ENSURE COMPLIANCE IN EDRMS - CARD 442 DEC 17 - UNDALUP ASSOC - \$-750.00 - REFUND FOR NOVEMBER TRANSACTION - CARD 253 21 DEC - MRBTA - \$300.00 - YOUTH INZONE PROGRAM EXCURSION - CARD 261 30 DEC - CARD FEE X 4 - \$16.00</p>	
EFT44680	04/01/2024	BENDIGO BANK EMERGENCY SERVICES DEBIT CARD	KITCHEN ITEMS FOR GELORUP BFB OPENING	44.50
EFT44681	04/01/2024	BOYLES PLUMBING & GAS	WATER FOUNTAIN BUTTON AND SHOWER BUTTON WORKS FOR ERLE SCOTT AND PEPPERMINT GROVE BEACH	202.13
EFT44682	04/01/2024	BOYANUP GENERAL STORE & NEWSAGENCY	OFFICE EXPENSES FOR BOYANUP LIBRARY	80.60
EFT44683	04/01/2024	BEYOND SAFETY	PPE	620.10
EFT44684	04/01/2024	BLUESALT CONSULTING	PROJECT FEE - QUALITATIVE GRANT CONTENT DEVELOPMENT + ENGAGEMENT	7,550.00
EFT44685	04/01/2024	CROSS SECURITY SERVICES	CHECK FAULT WITH ADMIN BUILDING ALARM SYSTEM	360.80
EFT44686	04/01/2024		CANCELLED	0.00



AGENDA - Ordinary Council Meeting - 28 February 2024

EFT44687	04/01/2024	CB TRAFFIC SOLUTIONS	SUPPLY ONE TRAFFIC CONTROLLER AND ONE VEHICLE	563.20
EFT44688	04/01/2024	CARBONE BROS PTY LTD	SUPPLY AND DELIVER GRAVEL TO WELD ROAD LAYDOWN AREA	34,171.16
EFT44689	04/01/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	762.38
EFT44690	04/01/2024	DARE ADVENTURES	YOUTH LEADERSHIP CAMP	12,880.00
EFT44691	04/01/2024	EFTSURE PTY LTD	EFTSURE SOFTWARE	4,881.39
EFT44692	04/01/2024	GOLDEN WEST PLUMBING & DRAINAGE - NEW OWNERS AS OF 30 JAN	REPLACEMENT OF TOILET PAN AT DALYELLUP SKATE PARK TOILETS AND ANTI VANDAL TAP AT CAPEL CARAVAN DUMP POINT	511.50
EFT44693	04/01/2024	HENDERSON PHOTOGRAPHICS	DESIGN PRINTING & FRAMING OF SHIRE EMT & COUNCILLORS	676.50
EFT44694	04/01/2024	HITACHI CONSTRUCTION MACHINERY (AUST) PTY LTD	MAINTENANCE AND PARTS ON LOADER	1,257.16
EFT44695	04/01/2024	SOUTHWEST ISUZU	FLEET VEHICLE SERVICE - SHIRE TRUCK	1,313.73
EFT44696	04/01/2024	LONSDALE PARTY HIRE	2024 AUSTRALIA DAY CELEBRATIONS - HIRE OF GLASSES AND TABLECLOTHS	405.00
EFT44697	04/01/2024	LOCAL GOVERNMENT RACING AND CEMETERIES EMPLOYEES' UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	99.00
EFT44698	04/01/2024	MONADELPHOUS ENGINEERING ASSOCIATES PTY LTD	REPAIR TO HIRE WATER TRUCK	385.00
EFT44699	04/01/2024	MERCHANT WAREHOUSE AND CAFE	STAFF/COUNCIL CHRISTMAS CATERING	1,617.00
EFT44700	04/01/2024	NATURALISTE TURF	TURF MAINTENANCE TO SHIRE PUBLIC RECREATION GROUNDS	6,740.35
EFT44701	04/01/2024	NQPETRO PTY LTD	REPAIRS TO FUEL TANK	1,345.05
EFT44702	04/01/2024	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY AND CHAIRS GELORUP BFB	1,844.95
EFT44703	04/01/2024	PROTECTOR FIRE SERVICES	SUPPLY REPLACEMENT 2 X FIRE DETECTION AND ALARM SYSTEM LOGBOOK CAPEL LIBRARY/ COMMUNITY CENTRE	191.40
EFT44704	04/01/2024	PICTON CIVIL PTY	REMOVE & DISPOSE OF ASBESTOS MATERIAL FROM PEACOCKS LANE	660.00



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EFT44705	04/01/2024	PRIME INDUSTRIAL PRODUCTS	PPE	13.20
EFT44706	04/01/2024	AUSTRALIAN TAXATION OFFICE	PAYG WITHHOLDING	146,417.00
EFT44707	04/01/2024	ROYAL FLYING DOCTORS SERVICE	DONATION	330.00
EFT44708	04/01/2024	SYNERGY	ELECTRICITY	5,190.49
EFT44709	04/01/2024	SEEK	SEEK - ADDITIONAL ADS FOR EMPLOYMENT	1,365.38
EFT44710	04/01/2024	SDH PAINTING & DECORATING	REMOVE GRAFFITI INSIDE DALYELLUP SKATE PARK TOILETS	264.00
EFT44711	04/01/2024	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL CHECKS	469.70
EFT44712	04/01/2024	SMARTSALARY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1,022.52
EFT44713	04/01/2024	SOUTHWEST CHAUFFEURED ESCAPES	BUS HIRE INZONE TRIP TO MARGARET RIVER CAVES - YOUTH SERVICES	440.00
EFT44714	04/01/2024	SPARE PARTS PUPPET THEATRE	PRESENTATION OF PUPPET STORY TIME AT LAKES PARK	165.00
EFT44715	04/01/2024	TOTALLY WORKWEAR	PPE	209.00
EFT44716	04/01/2024	TYREPOWER CAPEL	TYRES AND SERVICING FOR FLEET VEHICLES	1,765.00
EFT44717	04/01/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	71.85
EFT44718	04/01/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 89 REPAYMENT	72,089.62
EFT44719	04/01/2024	WIGHT & EMMETT	2 X ROLLS OF HAY - FEED FOR SEIZED CATTLE	165.00
EFT44720	04/01/2024	SHIRE OF WAGIN	PAYROLL DEDUCTIONS/CONTRIBUTIONS	240.00
EFT44721	04/01/2024	WORKPAC GROUP	LABOUR HIRE	4,384.66
EFT44722	04/01/2024	WESTSIDE TILT TRAY SERVICES	TOW VEHICLE	165.00
EFT44723	04/01/2024	WOOLWORTHS LIMITED (WA)	LIBRARY SUPPLIES	45.25
EFT44724	05/01/2024	AMITY SIGNS	VARIOUS SIGNS	17,319.50
EFT44725	05/01/2024	CONSTRUCTION TRAINING FUND	DECEMBER BCITF REMITTANCE	229.25
EFT44726	05/01/2024	LOUISA BATEMAN	DEPOT SURFACE SPRAY	43.00
EFT44727	05/01/2024	AMY CUTTS	RATES REFUND	917.40
EFT44728	05/01/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	DECEMBER BSL REMITTANCE	4,871.31



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EFT44729	05/01/2024	GRANTS EMPIRE	DEVELOPMENT OF FULL APPLICATION AND BUSINESS CASE FOR GROWING REGIONS FUNDING DMCYC	3,894.00
EFT44730	05/01/2024	BUNBURY CATHEDRAL GRAMMAR SCHOOL	REFUND FOR OVERPAYMENT OF DEBTOR ACCOUNT	114.00
EFT44731	05/01/2024	JB HI FI GROUP PTY LTD	DRONE	507.99
EFT44732	05/01/2024	PROMOTE YOU	EMBROIDERY FOR 5 PICNIC BLANKETS	60.50
EFT44733	05/01/2024	RECRUITWEST PTY LTD	LABOUR HIRE	2,493.65
EFT44734	05/01/2024	SEEK	SEEK - ADDITIONAL ADS FOR EMPLOYMENT	1,617.00
EFT44735	05/01/2024	TARVIA	REPLACE WEATHERED BOARDS AND SPLIT BEARERS CENTRAL LAKES GAZEBO	2,447.50
EFT44736	05/01/2024	G & M WAKE	RATES REFUND	454.01
EFT44737	10/01/2024	ADELPHI APPAREL	RANGER PPE / UNIFORMS	874.50
EFT44738	10/01/2024	AUDIKA AUSTRALIA PTY LTD	FULL AUDIO LOGICAL ASSESSMENT AS PER WORKCOVER REQUIREMENTS	204.05
EFT44739	10/01/2024	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	889.76
EFT44740	10/01/2024	CAPEL FRESH IGA	REFRESHMENTS	730.76
EFT44741	10/01/2024	CRAYON AUSTRALIA PTY LTD	MICROSOFT 365 LICENCES	83,558.00
EFT44742	10/01/2024	DALYELLUP NEWS & LOTTERIES	NEWSPAPER PURCHASES DALYELLUP	67.50
EFT44743	10/01/2024	ECOANGLE DESIGN & DRAFTING	DESIGN FOR SITE PLAN OF THE CAPEL SHIRE DEPOT	2,000.00
EFT44744	10/01/2024	GOLDEN WEST PLUMBING & DRAINAGE - NEW OWNERS AS OF 30 JAN	REPAIR OF FLUSH MECHANISM FERNDALE PAVILION	261.25
EFT44745	10/01/2024	DEPARTMENT OF COMMUNITIES	FREEDOM OF INFORMATION FEE	127.50
EFT44746	10/01/2024	BRIAN FISHER FABRICATION	GAS BOTTLES DELIVERED GELORUP BFB	380.00
EFT44747	10/01/2024	FLEET NETWORK	VEHICLE PAYROLL DEDUCTION	590.98
EFT44748	10/01/2024	GRACE RECORDS MANAGEMENT	DATA STORAGE AND HARD COPY RECORDS STORAGE AND DESTRUCTION	1,014.37
EFT44749	10/01/2024	GANNAWAYS CHARTERS AND TOURS	BUS HIRE ADVENTURE WORLD INZONE YOUTH SERVICES	2,178.00



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EFT44750	10/01/2024	AE HOSKINS BUILDING SERVICES	SUPPLY AND INSTALL 2 WHIRLY-BIRDS CAPEL DOG POUND AND SUPPLY AND INSTALL DOOR CLOSER FOR MINNINUP BEACH TOILETS	3,523.85
EFT44751	10/01/2024	HOST CORPORATION	CROCKERY FOR BFB	159.39
EFT44752	10/01/2024	LANDGATE	LAND VALUATIONS	1,766.09
EFT44753	10/01/2024	LITTLE RIPPERS	COMPOSTABLE DOG BAGS	6,762.69
EFT44754	10/01/2024	THE NIGHTGUARD SECURITY SERVICES (WA) PTY LTD	SECURITY PATROLS FOR SHIRE PROPERTIES	4,442.50
EFT44755	10/01/2024	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY	558.24
EFT44756	10/01/2024	OFFICE OF THE AUDITOR GENERAL	FEE AUDIT FINANCIAL YEAR 2022/2023	47,399.00
EFT44757	10/01/2024	THE PERTH MINT	100 X AUSTRALIAN CITIZENSHIP COINS	511.50
EFT44758	10/01/2024	PROTECTOR FIRE SERVICES	CAPEL LIBRARY AND BOYANUP COMMUNITY CENTRE FIRE PANEL MONTHLY INSPECTION AND SERVICE	247.50
EFT44759	10/01/2024	SOUTHERN LOCK & SECURITY	PROVIDE QUARTERLY ALARM MONITORING SERVICE	1,029.00
EFT44760	10/01/2024	SOS OFFICE EQUIPMENT	COPIER METER BILLING	157.26
EFT44761	10/01/2024	SYNERGY	ELECTRICITY	4,987.05
EFT44762	10/01/2024	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL CHECKS	315.70
EFT44763	10/01/2024	SURVEYING SOUTH	SURVEYING ON WELD ROAD	9,350.00
EFT44764	10/01/2024	SYKES ENGINEERING PTY LTD T/A SOUTHWEST ELECTRICAL & COMMUNICATION	LINE 2 - SUPPLY & INSTALL SKIRTING DUCT (20M) TO WRAP TRANSPORTABLE OFFICE DESK AREA, INSTALL 5 X DOUBLE CAT6 OUTLETS, 5 X DOUBLE10A GPO'S	9,593.10
EFT44765	10/01/2024	T-QUIP	MOWER CONSUMABLES	1,195.75
EFT44766	10/01/2024	TYREPOWER CAPEL	FLEET VEHICLE SERVICE	600.00
EFT44767	10/01/2024	URBIS PTY LTD	FUTURE LAND HOUSING AND ACCOMMODATION BUSINESS CASE	22,616.00
EFT44768	10/01/2024	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPER FOR GELORUP COMMUNITY CENTRE CARPARK	547.67
EFT44769	10/01/2024	WORK CLOBBER BUNBURY	RANGER PPE / UNIFORMS	106.10
EFT44770	10/01/2024	WESTRAC EQUIPMENT	GRADER PARTS	2,353.47
EFT44771	10/01/2024	WORKPAC GROUP	LABOUR HIRE	3,904.56



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EFT44772	10/01/2024	WOOLWORTHS LIMITED (WA)	CATERING YOUTH PROGRAMMING 2023/24	159.65
EFT44773	12/01/2024	BOYLES PLUMBING & GAS	CARRY OUT QUARTERLY SERVICE OF WATERLESS URINALS AT CAPEL SHIRE OFFICES, BOYANUP COMMUNITY CENTRE, CAPEL HALL AND DALYELLUP PAVILION	1,352.56
EFT44774	12/01/2024	CAPEL NEWSAGENCY	NEWSPAPER PURCHASES CAPEL LIBRARY	73.60
EFT44775	12/01/2024	FUNDAY INVESTMENTS PTY LTD T/A OUTBACK SPLASH	YOUTH SERVICES EVENT	1,163.00
EFT44776	12/01/2024	MELIORA BUSINESS GROUP	CATERING FOR GELORUP BUSH FIRE BRIGADE FACILITY OFFICIAL OPENING	1,125.00
EFT44777	12/01/2024	VOICEX COMMUNICATION PTY LTD	PHILLIPS PROFESSIONAL TRANSCRIPTION KIT FOR LIBRARY LOCAL HISTORY PROJECT	1,660.00
EFT44778	17/01/2024	AUSTRALIA POST	POSTAGE	1,108.32
EFT44779	17/01/2024	BPS	FILL WATER TANK AT DALYELLUP BEACH PARK TOILETS	1,110.00
EFT44780	17/01/2024	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	508.16
EFT44781	17/01/2024	BUSSELTON-DUNSBOROUGH ENVIRONMENT CENTRE	CITIZENSHIP CEREMONY - TUART BOOKS	550.00
EFT44782	17/01/2024	BUNBURY PLUMBING SERVICES	PUMP OUT GREASE TRAP BOYANUP HALL	186.75
EFT44783	17/01/2024	BOYANUP GENERAL STORE & NEWSAGENCY	NEWSPAPER EXPENSES FOR BOYANUP LIBRARY	43.30
EFT44784	17/01/2024	BP AUSTRALIA	DIESEL FUEL SUPPLY & DELIVERY TO DEPOT	16,893.43
EFT44785	17/01/2024	CLEANWAY XTRA CLEANING SERVICES	SHIRE BBQ CLEANING	4,118.40
EFT44786	17/01/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	388.78
EFT44787	17/01/2024	ERG ELECTRICS PTY LTD	LIGHTING MAINTENANCE OCTOBER TO DECEMBER 2023	24,579.50
EFT44788	17/01/2024	ELLIOTTS FILTRATION	IRON FILTRATION SERVICES FOR ERLE SCOTT RESERVE AND THE GROVE	602.80



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EFT44789	17/01/2024	GOLDEN WEST PLUMBING & DRAINAGE - NEW OWNERS AS OF 30 JAN	BACKFLOW DEVICE TESTING AND REPLACE PEA TRAP LADIES' TOILET HAND BASIN LIONS PARK BOYANUP	574.75
EFT44790	17/01/2024	FOOST	FENDER BLENDER, ROCK THE BIKE PROFESSIONAL BLENDER BIKE	5,555.00
EFT44791	17/01/2024	FUR LIFE VET	EUTHANASIA AND DISPOSAL ANIMAL	40.00
EFT44792	17/01/2024	FIELDFORCE4	BEST PRACTICE REVIEW	36,593.26
EFT44793	17/01/2024	GHD PTY LTD	CONTAMINATED SITE FURTHER INVESTIGATION	8,728.50
EFT44794	17/01/2024	CRAIG GRAY	RATES REFUND	100.00
EFT44795	17/01/2024	MOORE AUSTRALIA (WA) PTY LTD	MANAGEMENT REPORTING TEMPLATE AND DOCUMENTATION	979.00
EFT44796	17/01/2024	SOUTHWEST ISUZU	FLEET VEHICLE SERVICE AND MAINTENANCE - TRUCK	1,806.00
EFT44797	17/01/2024	JS CONSULTING	BACK FILL CONSULTANCY FOR ENGINEERING TECHNICAL SERVICES	1,057.50
EFT44798	17/01/2024	KELLY-BRAE	ANIMAL TRESPASS IMPOUNDMENT OF CATTLE	17,567.00
EFT44799	17/01/2024	LANDGATE	LAND VALUATIONS	74.15
EFT44800	17/01/2024	LESCHENAULT COMMUNITY NURSERY INC	2024 AUSTRALIA DAY - FLORAL ARRANGEMENTS	342.50
EFT44801	17/01/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	IGNITE LEADERSHIP PROGRAM	6,140.00
EFT44802	17/01/2024	JAMES MEAKES	FUEL REIMBURSEMENT	44.72
EFT44803	17/01/2024	MALATESTA ROAD PAVING AND HOTMIX	EMULSION FOR SEAL PATCHING	1,002.00
EFT44804	17/01/2024	MARCHESE ENTERPRISES PTY LTD T/A MJ GOODS	WRITE OFF SENSITIVE FOR GRAFFITI REMOVAL	220.00
EFT44805	17/01/2024	M and M Family Trust trading as CCS Strategic	OPERATION AND MANAGEMENT PLAN FOR DMCYC YOUTH CENTRE	19,578.33
EFT44806	17/01/2024	NETSIGHT CONSULTING PTY LTD	MYOSH SUBSCRIPTION	1,136.30
EFT44807	17/01/2024	OPTUS BILLING SERVICES PTY LTD	MOBILE MONTHLY BILL	960.17
EFT44808	17/01/2024	PICTON TYRE CENTRE PTY LTD	CALLOUT MAINTENANCE ON CATERPILLAR EARTHMOVER	378.75
EFT44809	17/01/2024	PHOENIX PETROLEUM	FUEL BFB	160.79
EFT44810	17/01/2024	AUSTRALIAN TAXATION OFFICE	PAYG WITHHOLDING	918.00



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EFT44811	17/01/2024	SYNERGY	ELECTRICITY	7,211.65
EFT44812	17/01/2024	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL CHECKS	631.40
EFT44813	17/01/2024	SMARTSALARY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	511.26
EFT44814	17/01/2024	SOUTHWEST OFFICE NATIONAL	FURNITURE FOR SHIRE ADMIN BUILDING	206.52
EFT44815	17/01/2024	SCOPE ELECTRICAL CONTRACTING PTY LTD	PRE-TENDER FEASIBILITY WORKS FOR BOYANUP OVAL LIGHTING UPGRADE	11,389.99
EFT44816	17/01/2024	UNITING GLOBAL	CARRY OUT CLEANING OF ALL SHIRE EXTERNAL PUBLIC TOILETS	13,854.59
EFT44817	17/01/2024	WORKPAC GROUP	LABOUR HIRE	2,451.46
EFT44818	17/01/2024	JANET SUSAN WALKERDEN	RATES REFUND	1,810.00
EFT44819	24/01/2024	AUSSIE FUEL FIXER	DRAIN CONTAMINATED FUEL FROM FLEET VEHICLE	544.50
EFT44820	24/01/2024	ARBORGUY	PRUNING EWP STIRLING ROAD CAPEL	7,040.00
EFT44821	24/01/2024	HEATLEYS SAFETY & INDUSTRIAL	PPE	86.79
EFT44822	24/01/2024	THE CHILDRENS BOOK COUNCIL OF AUSTRALIA	CHILDREN'S BOOK COUNCIL OF AUSTRALIA WA BRANCH - INSTITUTIONAL 2024	75.00
EFT44823	24/01/2024	COMBINED TEAM SERVICES PTY LTD	5 DAY HEALTH AND SAFETY REPRESENTATIVE COURSE	995.00
EFT44824	24/01/2024	COUNTRY WATER SOLUTIONS	KIT REPAIRS NAROON DRIVE POS, IRRIGATION REPAIRS ON VARIOUS POS, BOYANUP CEMETERY MAINTENANCE AND DALYELLUP BORE FIELD MAINTENANCE AND PARTS	12,993.55
EFT44825	24/01/2024	CAPE TRAINING AND ASSESSING	OPERATE & MAINTAIN CHAINSAWS TRAINING	1,400.00
EFT44826	24/01/2024	DATA #3	DELL 5340 LAPTOPS	4,165.96
EFT44827	24/01/2024	EARTH 2 OCEAN COMMUNICATIONS	2 HANDHELD RADIOS FOR DEPOT	159.00
EFT44828	24/01/2024	GOLDEN WEST PLUMBING & DRAINAGE - NEW OWNERS AS OF 30 JAN	REPAIR LEAK IN HAND BASIN SOUTH LAKES TOILET BLOCK	209.00
EFT44829	24/01/2024	FOOST	REPAYMENT OF RETURNED FUNDS	5,555.00
EFT44830	24/01/2024	CR JOHN FERGUSSON	MEMBER REMUNERATION DEC 2023	4,356.75



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EFT44831	24/01/2024	GRACE RECORDS MANAGEMENT	DIGITISATION OF ROADS AND STREETS FILES AND BUILDING PERMIT FILES	8,951.25
EFT44832	24/01/2024	GEOGRAPHE FORD	FLEET VEHICLE SERVICE	415.00
EFT44833	24/01/2024	GROUNDWATER DEVELOPMENT SERVICES	PROVIDE HYDROGEOLOGICAL CONSULTING SERVICES FOR DALYELLUP INTEGRATED LAKE WATER MANAGEMENT STRATEGY	3,300.00
EFT44834	24/01/2024	HARRADINE & ASSOCIATES	EUTHANASIA AND DISPOSAL ANIMAL	215.00
EFT44835	24/01/2024	MOORE AUSTRALIA (WA) PTY LTD	ACQUITTAL DEFERRED PENSIONER RATE 2022	660.00
EFT44836	24/01/2024	A INGRAM	BOOK STOCK RESOURCES	371.90
EFT44837	24/01/2024	MUIR'S MANJIMUP	FLEET VEHICLE SERVICE	843.37
EFT44838	24/01/2024	MARCHESE ENTERPRISES PTY LTD T/A MJ GOODS	GRAFFITI REMOVER	220.00
EFT44839	24/01/2024	MARRIWOOD CONTRACTING	TRANSPORT IMPOUNDED CATTLE	792.00
EFT44840	24/01/2024	OFFICEWORKS SUPERSTORES PTY LTD	GELORUP GAZETTE - PRINTING SUPPLIES	502.95
EFT44841	24/01/2024	RECRUITWEST PTY LTD	LABOUR HIRE	11,650.58
EFT44842	24/01/2024	SACRED EARTH PANTRY, THE	CAPTIVATE CAPEL WORKSHOPS AND DEMONSTRATION	1,500.00
EFT44843	24/01/2024	TOTALLY WORKWEAR	STAFF UNIFORM ALLOWANCE	324.50
EFT44844	24/01/2024	TRAFFIC FORCE	TRAFFIC CONTROL	633.60
EFT44845	24/01/2024	STEPHANIE TUCKER	FUEL REIMBURSEMENT	168.03
EFT44846	24/01/2024	WORKPAC GROUP	LABOUR HIRE	3,416.49
EFT44847	11/01/2024	PRECISION ADMINISTRATION SERVICES PTY LTD	DECEMBER 2023 SUPER PAYMENT	132,933.83
EFT44848	15/01/2024	WA FUEL SUPPLIES PTY LTD	BFB FUEL	331.83
EFT44849	15/01/2024	IINET	IINET INTERNET ACCESS FOR DEPOT - MONTHLY	109.99
EFT44850	16/01/2024	TELSTRA CORPORATION LTD	LANDLINES MONTHLY BILL	335.27
EFT44851	18/01/2024	TELSTRA CORPORATION LTD	MOBILES MONTHLY BILL	475.41
EFT44852	22/01/2024	AMPOL	AMPOL FUEL CARD EXPENSES	7,861.10
EFT44853	30/01/2024	DE LAGE LANDEN PTY LIMITED	26 MONTH LEASE OF TORO GROUNDMASTER 4000D MOWER	2,515.08



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EFT44854	31/01/2024	AUSTRALIA DAY COUNCIL OF WA (INC)	AMBASSADOR MILEAGE & ACCOMMODATION ON NIGHT OF THURSDAY 25TH JANUARY 2024	889.25
EFT44855	31/01/2024	BUNBURY MACHINERY	MACHINERY HIRE FOR PEPPERMINT GROVE BEACH PLAYGROUND	299.99
EFT44856	31/01/2024	B & B STREET SWEEPING	CAPEL CIVIC CENTRE PRECINCT STREET SWEEPING	1,537.80
EFT44857	31/01/2024	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	287.64
EFT44858	31/01/2024	BUDGET CAR & TRUCK RENTALS	TOYOTA 4X4 DUAL CAB RENTAL HIRE	1,070.22
EFT44859	31/01/2024	BENDIGO BANK EMERGENCY SERVICES DEBIT CARD	BFB BATTERIES FOR HELMET TORCHES	223.35
EFT44860	31/01/2024	BOYLES PLUMBING & GAS	CARRY OUT 6 MONTHLY SERVICING OF GELORUP COMMUNITY CENTRE, CAPEL HALL, CAPEL WASTE TRANSFER STATION AND ELGIN HALL UV FILTERS INCLUDING O-RING AND UV LAMP REPLACEMENT	1,761.91
EFT44861	31/01/2024	WINC AUSTRALIA PTY LTD	STATIONERY	367.24
EFT44862	31/01/2024	CLEANAWAY	GENERAL WASTE DISPOSAL	20,891.42
EFT44863	31/01/2024	CAPEL CLEANING	CARRY OUT TWICE WEEKLY CLEANING CAPEL HALL AND LIBRARY	1,799.96
EFT44864	31/01/2024	CB TRAFFIC SOLUTIONS	TRAFFIC CONTROL FOR WELD ROAD WORKS	12,166.55
EFT44866	31/01/2024	COUNTRY WATER SOLUTIONS	MURTIN PARK, STARLITE PARK AND DALYELLUP BEACH CAR PARK IRRIGATION REPAIRS,	6,000.92
EFT44867	31/01/2024	CHLOE BROWN	COMMUNITY AWARD RESOURCES	77.61
EFT44868	31/01/2024	CJ CIVIL SOLUTIONS	INSTALLATION OF DRAINAGE PITS ALONG HASTIES ROAD	11,335.50
EFT44869	31/01/2024	DEPARTMENT OF TRANSPORT	DISCLOSURE OF INFORMATION FEES ANNUAL	41.85
EFT44870	31/01/2024	DALYELLUP NEWS & LOTTERIES	NEWSPAPER PURCHASES DALYELLUP LIBRARY	57.60
EFT44871	31/01/2024	GOLDEN WEST PLUMBING & DRAINAGE - NEW OWNERS AS OF 30 JAN	REPLACEMENT OF TIMER TAP AND REPAIR TAP ON SHOWER AT PEPPERMINT GROVE FORESHORE TOILETS	863.50
EFT44872	31/01/2024	FIT 2 WORK.COM.AU	POLICE CHECKS	284.13



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EFT44873	31/01/2024	FRONTLINE FIRE AND RESCUE EQUIPMENT	BOYANUP BFB FAULTS AND REPAIRS WITH FOAM FILL PUMP	7,096.84
EFT44874	31/01/2024	FLEET NETWORK	VEHICLE PAYROLL DEDUCTION	590.98
EFT44875	31/01/2024	FLICK ANTICIMEX PTY LTD	SUPPLY & SERVICE SANITARY BINS	279.98
EFT44876	31/01/2024	GRANTS EMPIRE	GRANT SUBMISSION FOR DEVELOPMENT OF YOUTH ENGAGEMENT PROGRAM	330.00
EFT44877	31/01/2024	GEOGRAPHE FORD	FLEET VEHICLE SERVICE	330.00
EFT44878	31/01/2024	AE HOSKINS BUILDING SERVICES	REPLACE DAMAGED DOOR EAST DALYELLUP PAVILION EXTERNAL TOILET, REPAIR DOOR AT CAPEL DOG POUND AND INSTALL TV MOUNT AT GELORUP BFB	6,169.18
EFT44879	31/01/2024	H + H ARCHITECTURE PTY LTD	FINAL DESIGN AND CONSTRUCTION SUPERVISION - GELORUP BUSH FIRE BRIGADE FACILITY	3,245.00
EFT44880	31/01/2024	CONNECT CALL CENTRE SERVICES	AFTER HOURS CALL ANSWERING AND RE-DIRECTION SERVICE	769.34
EFT44881	31/01/2024	JETLINE KERBING CONTRACTORS	REPAIRS TO PAVERS AT MIDDLE LAKE AND SOUTH PARK, REPAIR BASKETBALL HOOP AT SOUTH PARK, SUPPLY CONCRETE AND ASPHALT PATH SOUTHWEST HWY BOYANUP AND TRAFFIC MANAGEMENT FOR CLOVERDALE ROAD WORKS	86,948.95
EFT44882	31/01/2024	KLEENHEAT GAS	EQUIPMENT SERVICE CHARGE	50.05
EFT44883	31/01/2024	KMART AUSTRALIA LIMITED	YOUTH ROOM SUPPLIES	112.00
EFT44884	31/01/2024	MUIR'S MANJIMUP	FLEET VEHICLE MAINTENANCE	511.14
EFT44885	31/01/2024	GORDON MACMILE	REIMBURSE MONTHLY INTERNET EXPENSE	100.00
EFT44886	31/01/2024	MARCHESE ENTERPRISES PTY LTD T/A MJ GOODS	CLEANING AND TOILETRY SUPPLIES	956.50
EFT44887	31/01/2024	OFFICEWORKS SUPERSTORES PTY LTD	FESTIVAL EVENT PRODUCTS	129.25



AGENDA - Ordinary Council Meeting - 28 February 2024

EFT44888	31/01/2024	ONSITE RENTAL GROUP	MONTHLY RENTAL FOR 6.0 X 3.0 TOILET BLOCK, 4000L TANK AND STEPS PLUS WEEKLY PUMP OF TANK AT DALYELLUP SKATE PARK	1,323.45
EFT44889	31/01/2024	OMNICOM MEDIA GROUP PTY LTD	ADVERTISING	431.39
EFT44890	31/01/2024	PROTECTOR FIRE SERVICES	CAPEL LIBRARY AND BOYANUP COMMUNITY CENTRE FIRE PANEL MONTHLY INSPECTION AND SERVICE	247.50
EFT44891	31/01/2024	SCOTT PEARCE	ENTERTAINMENT FOR AUSTRALIA DAY CITIZENSHIP CEREMONY AND COMMUNITY AWARDS	660.00
EFT44892	31/01/2024	PETSTOCK BUNBURY PTY LTD	2 X DOG MUZZLES	26.98
EFT44893	31/01/2024	GARY LESLIE JEISMAN	REFUND PERMIT FEE	480.00
EFT44894	31/01/2024	PHOENIX PETROLEUM	BFB FUEL	59.60
EFT44895	31/01/2024	PRIME INDUSTRIAL PRODUCTS	WORKSHOP CONSUMABLES	107.25
EFT44896	31/01/2024	REGIONAL DEVELOPMENT AUSTRALIA SOUTHWEST	REMPAN 2024 - CONTRIBUTION TOWARD THE PROVISION OF ECONOMIC AND COMMUNITY PROFILING FOR THE WHOLE SOUTHWEST	687.50
EFT44897	31/01/2024	REDFISH TECHNOLOGIES PTY LTD	TO COVER SERVICE AND SUPPORT FOR CHAMBERS AV STREAMING SYSTEM	2,178.00
EFT44898	31/01/2024	RECRUITWEST PTY LTD	LABOUR HIRE	6,310.82
EFT44899	31/01/2024	ST JOHN AMBULANCE ASSOCIATION - CAPEL	DONATION	1,800.00
EFT44900	31/01/2024	SYNERGY	ELECTRICITY	310.44
EFT44901	31/01/2024	SDH PAINTING & DECORATING	REPAINT OF SHIRE PUBLIC TOILETS	17,699.00
EFT44902	31/01/2024	SOUTHWEST OFFICE NATIONAL	INITIATIVE SNAP FRAME WALL MOUNTS	1,079.58
EFT44903	31/01/2024	SLMC PROPERTY AUSTRALIA	MONTHLY LEASE FEE - DALYELLUP PUBLIC LIBRARY	8,075.70
EFT44904	31/01/2024	SLR CONSULTING AUSTRALIA PTY LTD	ANNUAL WATER MONITORING REQUIREMENT FOR CAPEL TRANSFER STATION	6,893.70
EFT44905	31/01/2024	TOTALLY WORKWEAR	BFB PPE	327.80
EFT44906	31/01/2024	TENDERLINK	ADVERTISING	180.40
EFT44907	31/01/2024	STEPHANIE TUCKER	FUEL REIMBURSEMENT	88.01



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EFT44908	31/01/2024	TALIS CONSULTANTS PTY LTD	ASSET REVIEW	2,093.60
EFT44909	31/01/2024	VILLAGE CARPET CARE	CARRY OUT CARPET CLEANING SHIRE ADMIN BUILDING	5,253.00
EFT44910	31/01/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 76 PAYMENT	14,198.48
EFT44911	31/01/2024	WEST COAST SHADE	REPAIRS TO SHADE SAILS CAPEL RECREATION GROUNDS, PARDALUP POS AND DALYELLUP COMMUNITY CENTRE	1,848.00
EFT44912	31/01/2024	WOOLWORTHS LIMITED (WA)	PET SUPPLIES	92.40
50775	05/01/2024	SHIRE OF CAPEL	BSL DEC COMMISSION	204.75
50776	05/01/2024	SALVATION ARMY	DONATION	330.00
50777	17/01/2024	SHIRE OF CAPEL	VOLUNTEER HONORARIUM	500.00
50778	17/01/2024	SHIRE OF CAPEL	VOLUNTEER HONORARIUM	300.00
50779	17/01/2024	SHIRE OF CAPEL	VOLUNTEER HONORARIUM	400.00
50780	17/01/2024	SHIRE OF CAPEL	VOLUNTEER HONORARIUM	175.00
50781	17/01/2024	SHIRE OF CAPEL	VOLUNTEER HONORARIUM	175.00
50782	17/01/2024	SHIRE OF CAPEL	VOLUNTEER HONORARIUM	340.00
50783	17/01/2024	SHIRE OF CAPEL	VOLUNTEER HONORARIUM	400.00
50784	17/01/2024	SHIRE OF CAPEL	VOLUNTEER HONORARIUM	500.00
50785	17/01/2024	SHIRE OF CAPEL	VOLUNTEER HONORARIUM	400.00
50786	17/01/2024	SHIRE OF CAPEL	VOLUNTEER HONORARIUM	500.00
50787	17/01/2024	SHIRE OF CAPEL	VOLUNTEER HONORARIUM	500.00
50788	17/01/2024	SHIRE OF CAPEL	VOLUNTEER HONORARIUM	500.00
50789	17/01/2024	SHIRE OF CAPEL	VOLUNTEER HONORARIUM	400.00
50790	17/01/2024	ELGIN COMMUNITY HALL INC	COMMUNITY GROUP AWARD WINNER 2024	1,000.00
50791	31/01/2024	DEPARTMENT OF TRANSPORT - VEHICLE LICENSING	SPECIAL PLATES	400.00



AGENDA - Ordinary Council Meeting - 28 February 2024

50792	31/01/2024	DEPARTMENT OF TRANSPORT	JETTY LICENCE	45.10
50793	31/01/2024	WA COUNTRY HEALTH SERVICE	REFUND FOR INCORRECT CHARGE THROUGH SPACETOCO	240.00
				1,237,889.90

Payments made during the month of January 2024 are as follows:

Payroll Transactions:

28.01.2024	SHIRE OF CAPEL PAYROLL PAYMENTS	\$249,752.90
14.01.2024	SHIRE OF CAPEL PAYROLL PAYMENTS	\$1,931.62
14.01.2024	SHIRE OF CAPEL PAYROLL PAYMENTS	\$245,953.34
31.01.2024	SHIRE OF CAPEL PAYROLL PAYMENTS	\$1,425.32

\$4,99,063.18

Term Deposit Transactions:

18.01.2024	NAB TERM DEPOSIT REDEMPTION	-\$2,132,392.01
18.01.2024	NAB TERM DEPOSIT	\$2,132,392.01
18.01.2024	MACQUARIE TERM DEPOSIT REDEMPTION	-\$1,012,291.23
18.01.2024	MACQUARIE TERM DEPOSIT	\$1,000,000.00

-\$12,291.23

Summary

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed 14 February 2024 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.

Voting Requirements

Simple Majority.



Officer's Recommendation – 15.2.

That in accordance with Regulation 13(11) of the *Local Government (Financial Management) Regulations 1996*, the list of payments made under delegated authority for the month of January 2024 be received by the Council and recorded in the minutes of the Council, the summary of which follows:

- 1 The Schedule of Accounts covering EFT44670 to EFT44912, CHQ50775 to CHQ50793 equated to \$4,271,171.07 during the month of January 2024.**
- 2 Payroll payments for the month of January 2024, equated to \$499,063.18.**
- 3 Transfers to and from investments as listed.**



Tax Invoice

Need help?

Self Service:
<https://cards.ampol.com.au>

Email:
 ampolcard@ampol.com.au

Call:
 1300 365 096
 Ampol Customer Service:
 8:30am - 6:00pm EST, Mon to Fri

☒ 000078 000
 SHIRE OF CAPEL
 SHIRE OF CAPEL
 PO BOX 369
 CAPEL WA 6271

Invoice date: 31/12/2023

You are set up for Direct Debit

Your account details	Direct Debit date	Total due inc GST
Invoice ref no: 0000006424 Account no: 0200560765	21/01/2024	\$7,861.10

Your AmpolCard invoice summary

01/12/2023 – 31/12/2023

Description	Product	Quantity	Amount \$ excl GST	GST amount	Total inc GST \$
FLEET	Adblue	5.04	9.15	0.92	10.07
	Diesel	976.44	1,688.81	168.88	1,857.69
	Unleaded	1,093.27	1,788.29	178.85	1,967.14
	Premium 95 A	194.99	339.77	33.97	373.74
	Oils/Lubricants		47.27	4.73	52.00
	Premium Diesel A	1,976.30	3,273.18	327.28	3,600.46
	Total for Fleet			7,146.47	714.63
Total			7,146.47	714.63	7,861.10

Breakdown of account summary

Invoice date: 31/12/2023

Account no: 0200560765

Invoice ref no: 0000006424

Details of fleet transactions processed from 01/12/2023 - 31/12/2023

Transaction Effective Date	Transaction Number	Customer Total	Customer Total GST
//		0.00	0.00
Total		0.00	0.00

Breakdown of fleet summary

Details of fleet transactions processed from 01/12/2023 - 31/12/2023 Invoice ref no: 0000006424 Account no: 0200560765 Invoice date: 31/12/2023

Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
7071 3400 6934 1625 Rego 1CNS506 Crd Holder FIRE TRUCK-1CNS506												
Capel S/Stn	18/12	15:51	E1496	17101	Diesel	56.97	186.90	106.48	0.00	106.48	9.68	0.00
Card total						56.97	106.48	106.48	0.00	106.48	9.68	0.00
7071 3400 7972 1857 Rego 1EZY847 Crd Holder 1EZY847												
Capel S/Stn	22/12	14:58	E1617	6686	Diesel	19.13	186.90	35.75	0.00	35.75	3.25	0.00
Card total						19.13	186.90	35.75	0.00	35.75	3.25	0.00
7071 3400 9584 3487 Rego 1HJZ058 Crd Holder 1HJZ058												
Ampol Foodary Gelorup	12/12	10:03	E39876	86715	Premium Diesel A	33.32	176.90	58.94	0.00	58.94	5.36	0.00
Ampol Foodary Gelorup	13/12	14:07	E40060	87090	Premium Diesel A	42.29	176.90	74.81	0.00	74.81	6.80	0.00
Capel S/Stn	06/12	13:20	E1183	86442	Diesel	49.57	193.12	95.73	0.00	95.73	8.70	0.00
Ampol Foodary Gelorup	16/12	12:48	E40420	87445	Premium Diesel A	41.07	175.90	72.24	0.00	72.24	6.57	0.00
Ampol Foodary Gelorup	20/12	08:03	E40854	87818	Premium Diesel A	50.48	174.90	88.29	0.00	88.29	8.03	0.00
Ampol Foodary Gelorup	28/12	07:46	E2905	88744	Premium Diesel A	40.58	174.90	70.97	0.00	70.97	6.45	0.00
Ampol Foodary Gelorup	21/12	14:40	E41108	88094	Premium Diesel A	26.96	174.90	47.15	0.00	47.15	4.29	0.00
Ampol Foodary Gelorup	26/12	10:38	E38814	88420	Premium Diesel A	37.80	174.90	66.11	0.00	66.11	6.01	0.00
Ampol Foodary Gelorup	30/12	11:26	E41850	89013	Premium Diesel A	32.23	174.90	56.37	0.00	56.37	5.12	0.00
Card total						354.30	630.61	630.61	0.00	630.61	57.33	0.00
7071 3401 0175 1641 Rego 1HZC521 Crd Holder												
Ampol Foodary Gelorup	15/12	07:38	E40293	0	Oils/Lubricants			52.00	0.00	52.00	4.73	0.00
Ampol Foodary Gelorup	15/12	07:38	E40293	0	Adblue	5.04	199.80	10.07	0.00	10.07	0.92	0.00
Card total						5.04	199.80	62.07	0.00	62.07	5.65	0.00
7071 3400 8409 4852 Rego 40CP Crd Holder 40CP												
Ampol Foodary Gelorup	01/12	14:42	E2693	145280	Premium Diesel A	61.00	181.90	110.96	0.00	110.96	10.09	0.00
Ampol Foodary Gelorup	03/12	15:17	E38675	145842	Premium Diesel A	63.58	181.90	115.65	0.00	115.65	10.51	0.00
Ampol Foodary Gelorup	07/12	12:55	E39303	146457	Premium Diesel A	68.63	178.90	122.78	0.00	122.78	11.16	0.00
Ampol Busselton S/Stn	14/12	06:40	E28754	0	Premium Diesel A	69.06	190.71	131.70	0.00	131.70	11.97	0.00

Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Ampol Foodary Gelorup	19/12	08:04	E40704	147654	Premium Diesel A	72.60	174.90	126.98	0.00	126.98	11.54	0.00
Ampol Foodary Gelorup	20/12	16:48	E40942	148097	Premium Diesel A	49.75	174.90	87.01	0.00	87.01	7.91	0.00
Ampol Foodary Gelorup	23/12	13:25	E41331	148546	Premium Diesel A	48.14	174.90	84.20	0.00	84.20	7.65	0.00
Ampol Foodary Gelorup	27/12	10:21	E41591	149020	Premium Diesel A	58.12	174.90	101.65	0.00	101.65	9.24	0.00
7071 3400 6554 8777 Rego 41CP Crd Holder 41CP						Card total	490.88	880.93	0.00	880.93	80.07	0.00
Ampol Foodary Gelorup	30/11	07:35	E38319	11000	Premium 95 A	52.95	188.40	99.76	0.00	99.76	9.07	0.00
Ampol Foodary Bunbury	08/12	17:39	E25239	11250	Premium 95 A	52.72	195.40	103.01	0.00	103.01	9.36	0.00
Ampol Foodary Bunbury	14/12	16:58	E25950	11922	Premium 95 A	45.63	192.38	87.78	0.00	87.78	7.98	0.00
Ampol Foodary Bunbury	26/12	11:17	E27151	13146	Premium 95 A	43.69	190.40	83.19	0.00	83.19	7.56	0.00
7071 3400 6557 4765 Rego 45CP Crd Holder 45CP						Card total	194.99	373.74	0.00	373.74	33.97	0.00
Ampol Foodary Gelorup	06/12	07:59	E39103	91471	Premium Diesel A	66.36	178.90	118.72	0.00	118.72	10.79	0.00
Ampol Foodary Gelorup	22/12	16:01	E38741	93283	Premium Diesel A	64.08	174.90	112.08	0.00	112.08	10.19	0.00
7071 3400 9150 4075 Rego 47CP Crd Holder 47CP						Card total	130.44	230.80	0.00	230.80	20.98	0.00
Capel S/Stn	01/12	09:01	E1065	49901	Diesel	67.66	194.83	131.82	0.00	131.82	11.98	0.00
Capel S/Stn	08/12	11:31	E1235	50528	Diesel	74.79	191.72	143.39	0.00	143.39	13.04	0.00
Ampol Busselton S/Stn	13/12	16:14	E25035	51172	Premium Diesel A	78.04	190.73	148.85	0.00	148.85	13.53	0.00
Capel S/Stn	27/12	16:21	E1674	51882	Diesel	70.73	186.90	132.19	0.00	132.19	12.02	0.00
7071 3400 8239 2019 Rego 60CP Crd Holder 60CP						Card total	291.22	556.25	0.00	556.25	50.57	0.00
Ampol Foodary Gelorup	11/12	10:10	E39730	139174	Premium Diesel A	56.84	177.90	101.12	0.00	101.12	9.19	0.00
Ampol Foodary Gelorup	08/12	07:33	E37923	138683	Premium Diesel A	56.32	177.90	100.19	0.00	100.19	9.11	0.00
Ampol Foodary Gelorup	29/12	07:31	E41745	139648	Premium Diesel A	53.92	174.90	94.31	0.00	94.31	8.57	0.00
7071 3400 5292 6390 Rego 70CP Crd Holder 70CP						Card total	167.08	295.62	0.00	295.62	26.87	0.00
Capel S/Stn	11/12	10:12	E1302	7090	Unleaded	44.69	182.28	81.46	0.00	81.46	7.41	0.00
Ampol Busselton S/Stn	02/12	19:13	E28080	6491	Unleaded	50.27	187.26	94.13	0.00	94.13	8.56	0.00

Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Ampol Busselton S/Stn	20/12	08:01	E25361	7735	Unleaded	50.26	179.80	90.37	0.00	90.37	8.22	0.00
7071 3400 5292 6408 Rego 80CP Crd Holder 80CP						Card total	145.22	265.96	0.00	265.96	24.19	0.00
Ampol Busselton S/Stn	30/11	18:21	E24433	167300	Premium Diesel A	74.97	196.98	147.68	0.00	147.68	13.43	0.00
Capel S/Stn	14/12	07:16	E1385	0	Diesel	72.97	189.60	138.35	0.00	138.35	12.58	0.00
Capel S/Stn	08/12	14:39	E1241	168000	Diesel	73.11	191.72	140.17	0.00	140.17	12.74	0.00
Capel S/Stn	20/12	13:47	E1556	169450	Diesel	74.27	186.90	138.81	0.00	138.81	12.62	0.00
Eg Ampol 94220 Bunbury	23/12	17:26	E785680	170200	Premium Diesel A	74.55	188.90	140.82	0.00	140.82	12.80	0.00
7071 3400 9675 0129 Rego CPO Crd Holder CPO						Card total	369.87	705.83	0.00	705.83	64.17	0.00
Ampol Foodary Secret Harbour	02/12	14:52	E58428	3800	Premium Diesel A	64.78	193.37	125.27	0.00	125.27	11.39	0.00
Ampol Collie	03/12	10:46	E24931	4000	Diesel	23.11	194.79	45.02	0.00	45.02	4.09	0.00
Ampol Foodary Gelorup	10/12	16:50	E39664	4500	Premium Diesel A	58.27	177.90	103.66	0.00	103.66	9.42	0.00
Ampol Foodary Gelorup	15/12	16:08	E40353	5136	Premium Diesel A	48.15	175.90	84.70	0.00	84.70	7.70	0.00
Capel S/Stn	22/12	12:17	E1608	5800	Diesel	60.22	186.90	112.55	0.00	112.55	10.23	0.00
Ampol Foodary Bunbury	27/12	12:20	E27231	6600	Premium Diesel A	66.57	188.90	125.75	0.00	125.75	11.43	0.00
7071 3400 9688 4134 Rego CP10434 Crd Holder CP10434						Card total	321.10	596.95	0.00	596.95	54.26	0.00
Ampol Busselton S/Stn	29/12	14:49	E25817	43800	Premium Diesel A	72.98	190.12	138.75	0.00	138.75	12.61	0.00
7071 3400 9833 5440 Rego CP10436 Crd Holder CP10436						Card total	72.98	138.75	0.00	138.75	12.61	0.00
Capel S/Stn	24/12	09:35	E1640	46056	Diesel	65.39	186.90	122.21	0.00	122.21	11.11	0.00
Ampol Busselton S/Stn	30/12	11:32	E29633	46322	Premium Diesel A	31.44	189.18	59.48	0.00	59.48	5.41	0.00
7071 3400 9675 0137 Rego CP10438 Crd Holder CP10438						Card total	96.83	181.69	0.00	181.69	16.52	0.00
Ampol Foodary Bunbury	10/12	12:34	E25344	8015	Unleaded	40.56	180.40	73.17	0.00	73.17	6.65	0.00
Ampol Foodary Bunbury	04/12	08:33	E24542	7455	Unleaded	48.46	185.40	89.84	0.00	89.84	8.17	0.00
Ampol Foodary Gelorup	16/12	17:15	E40451	8693	Unleaded	50.04	165.40	82.77	0.00	82.77	7.52	0.00

Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Ampol Foodary Bunbury	24/12	17:18	E27102	9176	Unleaded	39.48	175.40	69.25	0.00	69.25	6.30	0.00
7071 3400 9872 9295 Rego CP10525 Crd Holder CP10525						Card total	178.54	315.03	0.00	315.03	28.64	0.00
Capel S/Stn	15/12	10:04	E1416	35373	Diesel	42.92	188.62	80.96	0.00	80.96	7.36	0.00
Ampol Busselton S/Stn	26/12	11:37	E29422	35793	Premium Diesel A	39.37	190.92	75.16	0.00	75.16	6.83	0.00
Ampol Busselton S/Stn	29/12	14:45	E25816	36542	Premium Diesel A	40.41	190.12	76.83	0.00	76.83	6.98	0.00
7071 3400 9913 1038 Rego CP10526 Crd Holder CP10526						Card total	122.70	232.95	0.00	232.95	21.17	0.00
Capel S/Stn	05/12	13:38	E1154	22426	Diesel	70.36	194.19	136.63	0.00	136.63	12.42	0.00
Ampol Foodary Bunbury	22/12	12:40	E26878	23212	Unleaded	57.62	175.40	101.07	0.00	101.07	9.19	0.00
Ampol Foodary Bunbury	22/12	13:42	E26889	23212	Premium Diesel A	55.79	188.90	105.39	0.00	105.39	9.58	0.00
7071 3400 9990 9532 Rego CP10527 Crd Holder CP10527						Card total	183.77	343.09	0.00	343.09	31.19	0.00
Ampol Busselton S/Stn	03/12	08:36	E24512	20766	Unleaded	49.51	187.26	92.71	0.00	92.71	8.43	0.00
Ampol Busselton S/Stn	08/12	07:24	E28453	21371	Unleaded	42.70	183.22	78.23	0.00	78.23	7.11	0.00
Ampol Busselton S/Stn	14/12	07:25	E28766	21899	Unleaded	45.09	180.22	81.26	0.00	81.26	7.39	0.00
Capel S/Stn	20/12	10:10	E1552	22482	Unleaded	45.08	177.40	79.97	0.00	79.97	7.27	0.00
7071 3400 6934 1666 Rego CP5311 Crd Holder FIRE TRUCK-CP5311						Card total	182.38	332.17	0.00	332.17	30.20	0.00
Capel S/Stn	08/12	18:49	E1251	5602	Diesel	62.43	191.72	119.69	0.00	119.69	10.88	0.00
7071 3400 5292 6424 Rego CP81 Crd Holder CP81						Card total	62.43	119.69	0.00	119.69	10.88	0.00
Ampol Foodary Gelorup	09/12	00:02	E3232	0	Unleaded	33.56	167.40	56.18	0.00	56.18	5.11	0.00
Ampol Busselton S/Stn	15/12	07:45	E28889	0	Unleaded	27.53	179.31	49.36	0.00	49.36	4.49	0.00
Capel S/Stn	19/12	12:26	E1521	0	Unleaded	48.97	177.40	86.87	0.00	86.87	7.90	0.00
Eg Ampol 94221 Busselton	24/12	12:51	E136107	0	Unleaded	48.69	180.40	87.84	0.00	87.84	7.99	0.00
7071 3400 6557 4740 Rego CP9132 Crd Holder DEPOT-CP9132						Card total	158.75	280.25	0.00	280.25	25.49	0.00
Ampol Busselton S/Stn	18/12	16:24	E25232	139577	Premium Diesel A	56.07	189.60	106.31	0.00	106.31	9.66	0.00

Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Ampol Busselton S/Stn	21/12	16:19	E25479	140007	Premium Diesel A	45.17	189.48	85.59	0.00	85.59	7.78	0.00
7071 3400 9032 1711 Rego CP9370 Crd Holder CP9370						Card total	101.24	191.90	0.00	191.90	17.44	0.00
Capel S/Stn	12/12	12:28	E1338	144093	Unleaded	43.55	179.40	78.13	0.00	78.13	7.10	0.00
Capel S/Stn	01/12	08:27	E1063	142404	Unleaded	42.37	186.40	78.98	0.00	78.98	7.18	0.00
Capel S/Stn	05/12	08:47	E1145	142842	Unleaded	48.69	184.40	89.78	0.00	89.78	8.16	0.00
Independent Caribunup River S/Stn	09/12	07:19	E6815	143564	Unleaded	46.47	185.68	86.29	0.00	86.29	7.84	0.00
Ampol Foodary Forrest Highway North	15/12	09:32	E36538	144398	Unleaded	41.08	176.95	72.69	0.00	72.69	6.61	0.00
Independent Caribunup River S/Stn	18/12	16:50	E6952	145181	Unleaded	49.16	183.56	90.24	0.00	90.24	8.20	0.00
Ampol Foodary Forrest Highway North	21/12	12:31	E36991	145757	Unleaded	48.97	177.70	87.02	0.00	87.02	7.91	0.00
Capel S/Stn	27/12	14:48	E1671	146428	Unleaded	50.47	177.40	89.53	0.00	89.53	8.14	0.00
7071 3400 8939 6617 Rego GLP 000 Crd Holder FIRE TRUCK-CP611						Card total	370.76	672.66	0.00	672.66	61.14	0.00
Capel S/Stn	08/12	17:42	E1250	23659	Diesel	92.81	191.72	177.94	0.00	177.94	16.18	0.00
Ampol Foodary Gelorup	22/12	13:13	E41238	0	Premium Diesel A	76.61	174.90	133.99	0.00	133.99	12.18	0.00
7071 3400 8939 6617 Rego GLP 000 Crd Holder FIRE TRUCK-CP611						Card total	169.42	311.93	0.00	311.93	28.36	0.00

15.3. Crown Reserve 1211 Management - Cnr Goodwood and Doyle Roads

Author	Governance Officer, Amanda Lorrimar
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	N/a
Attachments	Nil
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Endorse the Shire taking formal management of Crown Reserve 12211 (Corner of Goodwood and Doyle Roads, Capel).

Officer's Recommendation

That the Council support the ongoing conservation of Crown Reserve 1221 by agreeing to offer to formally undertake the management of this land.

Background

Crown Reserve 12211 (the reserve) is currently an unmanaged reserve located in the Shire of Capel (the Shire). The reserve is purposed for 'gravel' and is situated on the corner of Goodwood and Doyle Roads, Capel.





Following a proposal by an adjoining landholder to purchase the reserve, the Department of Planning Lands and Heritage (DPLH) commenced an investigation into future management options for the reserve.

The Shire was contacted through the DPLH investigation consultation process in September 2023, and asked if there may be interest from the Shire in undertaking the management of the reserve.

Previous Council Decisions

Delegation 1.2.32 Reserve Management OC/2023/116; 28/06/2023.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 2 - Manage and protect our environment:

2.1 Improved management of our natural environment assets and attractions.

Direction 4 - Deliver good leadership, governance, and decision-making:

4.2 Informed and transparent decision making.

Corporate Business Plan 2023-2027

GOV 22 - **Land Management** - Provide oversight and coordinate the execution of legal instruments including leases, licenses and deeds relating to the management of land.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government Act 1995: 3.54.

Land Administration Act s46 (1), Care control and management of reserves.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- There are no Council policies relevant to this item.



Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Environmental Rating: Medium	Possible	Moderate	Management, control, and conservation of the land.
Risk Description: Loss of high value habitat			
Risk 2 Financial Rating: Low	Possible	Moderate	Weed eradication, bushfire mitigation and conservation.
Risk Description: Loss of resource			
Risk 3 Reputation Rating: Medium	Unlikely	Moderate	Ongoing management and care.
Risk Description: Loss of flora and fauna through inaction.			
Opportunity: Preservation of an area that has high conservation values.			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

The future financial implications of this proposal are outlined below.

Whole of Life

Potential future Shire assets	Basic description
Ongoing weed control and bushfire mitigation activities	Minimal budgetary impact as weed controls and bushfire mitigation for this land is currently included as part of the Shire control and mitigation strategies.

Sustainability Implications

Climate Change and Environmental

Conservation of high value remnant vegetation that is considered habitat for endangered species.



Social

There are no relevant social implications relevant to this item.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

Department of Planning, Lands and Heritage, Department of Biodiversity, Conservation and Attractions.

Internal Consultation

Internal consultation was undertaken with the Chief Executive Officer and Natural Resource Management Officer.

Officer's Comment

Following contact from DPLH, an inspection of the site showed that while there has been some impact from past clearing and extraction, the remnant Marri and Jarrah vegetation is in excellent condition with high conservation value. The largest trees on the reserve may also be providing breeding habitat for Black Cockatoos.

Noting the high conservation values, Shire Officers confirmed preliminary interest in the management of the reserve in their initial responses to DPLH, and with support from the Department of Biodiversity, Conservation and Attractions (DBCA), suggested that the reserve purpose may also be changed from 'gravel' to 'conservation and protection of flora and fauna.'

This proposal to repurpose the reserve was rejected following objection from the Department of Energy, Mines and Industry Regulation and Safety (DEMIRS), on the grounds that the gravel resources are still present within the reserve. However, DEMIRS along with DBCA, have both expressed their support for the management of the reserve being granted to the Shire.

The reserve is fully fenced and although not currently under Shire of Capel management, it has previously been included in the Capel Land Conservation District Committee weed control program funded by the Shire.

Often, matters concerning the Shire's reserves are dealt with by the Chief Executive Officer under Delegation 1.2.32 Reserve Management, however, as this reserve is not currently managed by the Shire, a decision of Council is required.

The scheduled review of the Delegation's Register in May 2024 may include an amendment to Delegation 1.2.32 to include future issues of a similar nature.



Summary

The Shire is committed to the ongoing preservation of remnant vegetation wherever possible and the opportunity to manage Reserve 12211 will help to ensure the continued recovery and protection of this area.

Voting Requirements

Simple Majority.

Officer's Recommendation – 15.3.

That the Council support the ongoing conservation of Crown Reserve 1221, Cnr Goodwood and Doyle Roads, Capel by agreeing to offer to formally undertake the management of this land.



15.4. Minor Community Grants Scheme Round Two

Author	Community Development Officer, Chloe Brown
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Executive/Strategic
Attachments	{Nil}
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Support delivery of community-based projects as outlined in this report through the 2023/24 Minor Community Grants Scheme.

Officer's Recommendation

That the Council:

1. Approves funding of \$4,993 towards the four (4) Minor Community Grant applications received (in line with scheme guidelines) as per Table 1 – Summary of Applications contained in this report.
2. Endorses the inclusion in the 2024/25 Draft Annual Budget of \$5,869 as an additional amount to the Annual Budget allocation for the Minor Community Grants Scheme.

Background

The Minor Community Grants Scheme Policy 8.3 provides strategic direction to the Council to consider requests for grants from local sporting clubs and community organisations for the purpose of supporting projects, activities, purchases of durable equipment, and/or improved facilities or services which benefit the community.

The Minor Community Grants Scheme which includes grants for projects up to \$2,000, and grants for projects from \$2,000 to \$10,000. Key financial parameters identified in the scheme guidelines are as follows:

- Projects under \$2,000 Council may make available minor grants to a maximum of \$1,000.
- Projects \$2,000 up to \$10,000 Council may make available grants to a maximum of 1/3 of the total project cost to a maximum of \$3,333.
- The applicant's contribution to the proposed project may come from one or more of the following sources (a) Cash contribution from the applying organisation (b) Donations of materials or resources (c) Other funding bodies (d) Voluntary labour.

The Shire's Minor Community Grants Scheme 2023/24 (Round 2) was promoted to local community groups and sporting clubs through the Shire's online news, website, and Facebook pages and via a direct email to a database of recognised community groups and sporting clubs.

Grant applications closed Friday 29 December 2023, with four applications for minor community grants being received across the Shire.



Each eligible application has been reviewed and assessed, with recommendations for funding outlined in the comment's section of this report for the Council's consideration.

Previous Council Decisions

(OC/2023/176) That Council:

1. Approves funding of \$17,268 for the ten (10) Minor Community Grant applications as per Table 1 – Summary of Applications contained in this report.
2. Notes the second round of Minor Community Grants for the remaining funds of \$10,862 will be promoted to the community in December 2023.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 1 - Strengthen and enhance the well-being of our community:

- 1.1 A more engaged community.
- 1.2 A capable community that drives community activation and participation.
- 1.5 A healthy and active community.

Direction 5 - Provide and maintain suitable infrastructure and facilities:

- 5.1 Appropriate community facilities, that meet the communities' needs

Corporate Business Plan 2023-2027

CDVS 28 - **Minor Community Grants Policy implementation** - Provide both a minor and major community grants scheme mechanism each financial year.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

There are no state frameworks relevant to this item.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Minor Community Grants Scheme.



Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Low	Rare	Insignificant	The proposal to approve all the applications is considered low. All applications have been discussed in detail with the report's author, risks identified and mitigated prior to application submission.

Financial Implications

Budget

The Council endorsed (OC/2023/129) 2023/24 Annual budget has an allocation of \$28,130 for Minor Community Grants. The amount recommended for funding the second round of community grants is \$4, 993, which leaves \$5,869 in the approved budget.

There is no consideration in the Minor Community Grant Scheme Policy (and Guidelines) for the Shire to either commission a third round of applications or to provide full project funding to the current round of applications.

As such, the officer recommendation provides a mechanism whereby the Shire can quarantine additional funds for Round 1 the Minor Community Grants Scheme for the 2024-25 financial year.

Additionally, increasing the proportion of funding provided to applicants in this round, would unfairly disadvantage the recipients in Round 1 2023/24, who were evaluated and funded in the same manner.

Long Term

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

Whole of Life

There is no whole of life costs for this proposal.

Sustainability Implications

Climate Change and Environmental

There are no relevant climate change and environmental implications relevant to this item.



Social

From a social perspective, community groups play a crucial role in enhancing the welfare of our residents. Community groups offer opportunities for individuals to connect with others who share similar interests, acquire new skills, contribute to the integration of community members, and often span across different generations.

However, community groups often encounter challenges in securing funds for their development and projects. Without adequate support, these groups are at a higher risk of facing sustainability issues.

Economic

Initiatives led by community groups can boost visitor numbers to the region, generating additional economic value.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

The Minor Community Grants Scheme was advertised in December 2023 on the Shire's online news, Facebook pages, Shire website and via a direct email to a database of recognised community groups and sporting clubs.

All potential applicants were strongly encouraged to contact the Community Development Team prior to submitting their application to ensure the guidelines were followed and to ensure the applicant provided the required information.

Internal Consultation

The applications have been discussed internally with relevant Shire staff as part of an internal review and assessment process.

Officer's Comment

The Minor Community Grants Scheme provides a chance to actively support projects initiated by the community, highlighting the diversity of initiatives undertaken by local groups and clubs for residents and visitors.

The scheme's popularity grows annually, and smaller sporting and community associations appreciate the chance to apply for grants that can significantly enhance their capacity to achieve positive outcomes for the community.

Details of each organisation's project needs, funding amount, and community benefits are succinctly outlined in the summary of applications on the subsequent page.



Table 1 – Summary of Applications

Organisation	Project	Description & Benefits	Total Project Cost	Amount Requested	Officer's Comment	Officer's Recommendation
Capel Playgroup	Cubby House Upgrades	The project will include a cubby house upgrade and minor resource update, which will reinvigorate the play space for children afterschool. This will result in the children developing social and academic skills from a play-based approach.	\$1,970	\$985	The request is for durable equipment, which is in line with Scheme guidelines.	Approve funding for \$985. No conditions apply.
Swan River Horse Trails	Cross Country Bank Improvements	The project would address persistent water retention issues on the course by improving the course drainage. It would enable improved rider safety by providing a more flexible course where organiser could utilise portable jumps that a better suited for the rider's ability. Continued improvements to equestrian offerings retain members of the club and entice new members of the community.	\$5,000	\$3,333	The request is for minor facility improvements, which is in line with Scheme guidelines.	Approve funding for \$1,667. No conditions apply.
Gelorup Community Incorporation (GCI)	Gazette Community Printer Part	The project will replace a broken compartment on the GCI's Printer. The printer is a crucial resource to keep the Gelorup Gazette operating and hand printed periodically. The printer Gazette is hand delivered to subscribers in Dalyellup , Stratham, Boyanup, Gelorup and Capel, that keeps the community informed on events, shire news and services in the area.	\$1,000	\$500	The request is for repairs to durable equipment, which is in line with Scheme guidelines.	Approve funding for \$500. No conditions apply.



Organisation	Project	Description & Benefits	Total Project Cost	Amount Requested	Officer's Comment	Officer's Recommendation
Woolkabunning Kiaka Aboriginal Corporation	Junior Rangers Facilities Project	The project will assist to facilitate a group of First Nations Junior Rangers from the Dalyellup community. The broader project includes a National Indigenous Australians Agency (NIAA) funded Junior Rangers Program to plan and implement a capacity building project at Roeland's Village. The Shire's funding will go towards the purchase of new kitchen appliances and equipment. The junior rangers will use the project as a learning experience, with the student's involved in project scoping and budget management. Additionally, the equipment will service the program to provide equipment to make morning snacks, lunch, and refreshments for participants.	\$5,523	\$1,841	The request is for minor facility improvements, which is in line with Scheme guidelines.	Approve Funding for \$1,841 No conditions apply

Summary

Approving the requested amount of \$4,993.00 towards four applications outlined in this report will improve community facilities in the Shire, or facilities used by Shire of Capel residents, and provide numerous benefits to the broader community.

Voting Requirements

Absolute Majority.



Officer's Recommendation – 15.4.

That Council:

- 1. Approves funding of \$4,993 towards the four (4) Minor Community Grant applications received (in line with scheme guidelines) as per Table 1 – Summary of Applications contained in this report.**
- 2. Endorses the inclusion in the 2024/25 Draft Annual Budget of \$5,869 as an additional amount to the Annual Budget allocation for the Minor Community Grants Scheme.**

2023/24 Minor Community Grants Scheme



For projects with a total budget less than \$10,000



How to submit

Submit this form and any other supporting materials to
Chief Executive Officer, Shire of Capel, PO Box 369 Capel WA 6271
Email it to info@capel.wa.gov.au
In person to Shire Administration building, Forrest Road Capel
Applications must be submitted by 4pm 31st December 2023.

Section 1 – Organisation Details

Contact Person

Applicant / Organisation

Phone number

Address

Email

Signature

Project Details

Project Name

Start Date

End Date

Total Project Cost (ex GST)

Amount Requested From
Council (ex GST)

Note: Projects under \$2,000 may apply for a maximum of \$1,000 excluding GST
Projects \$2,000 - \$10,000 may apply for a maximum of \$3,333 excluding GST

Financial Details

Is your group incorporated?

Yes

If yes, please provide a copy of your incorporation certificate.

No

Is your group registered for GST?

Yes

No

Applicant ABN

Project Description

Have you spoken to the Community Development team to check your project meets the Sponsorship criteria?

Yes

If yes, name of officer _____

No

Project description (Brief description)

What benefits do you see for your group from this project?

What are the benefits of the project to the wider community in the Shire of Capel?

Who will be involved with the coordination of this project?

Names

Roles

Tell us about your organisation

What is your total number of members?

How many members reside within the Shire of Capel?

Financial Details

Quotes

For items up to \$1,000 – 1 documented verbal quote to be obtained
 For items between \$1,001 and \$5,000 – 1 written quotation to be obtained
 For items over \$5,000 – 3 written quotes to be obtained.

Calculating the value of donated labour and materials/goods etc

Request written quotation from an equivalent tradesperson or supplier to provide similar services and materials/goods to record on both the expenditure page and the income page as an in-kind donation.

Acquitting the grant

You will need to supply receipts for all cash expenditure relating to the funding provided by the Shire. All receipts must be issued to your organisation and give details of the supplier and the goods/labour purchased.

**The provider of the labour donation must hold relevant qualifications in the field of service they are providing.*

Expenditure

Purchase/ Hire of equipment and materials	GST Exclusive
Professional Fees (Consultants, Events Coordinator etc..)	
Administration Costs (Postage, Stationary etc..)	
Promotional Costs (Advertising Flyers etc..)	
Other costs associated with this event	
Total Expenditure	
Income	
Fees (Admissions, Registrations etc)	

Other funding sources

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Your organisations inkind contribution (Labour, machinery etc.)

--	--

Your organisations contribution (Cash)

--	--

Total Income

--	--

Additional Funding

Other Funding –

It is considered an advantage if you have applied for other funding from other sources. Have you applied for funding from other sources?

Funding body or organisation

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Amount requested

\$
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

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\$
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

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\$
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

Council Funds

Total Requested Amount

This is the total amount requested from the Shire of Capel.

This amount should be the difference between the total income and expenditure.

--

Grants Checklist

Before you submit your application, have you:

- Checked your budget?
- Included a copy of your Certificate of Incorporation? *(If applicable)*
- Attached quotes for items over \$1000?
- Spoken to a Shire Officer? Name and Date _____

Please ensure you have completed the following if your project involves the construction of anything on Shire of Capel land or land vested to the Shire of Capel:

- Gained planning approvals
Name of officer: _____
- Gained building approval
Name of officer: _____
- Gained health approvals
Name of officer: _____

Declaration

If the applicant is successful, these conditions will form part of your agreement with the Shire of Capel. Our organisation _____, agrees to the following conditions:

- To acknowledge Council's support in any advertising, promotion, and media publicity associated with this project;
- To utilise the Shire of Capel logo where approved by Council;
- To provide a detailed report at the conclusion of the project which outlines the project's achievements measured against the objectives;
- To provide a detailed statement of acquittal of Council funds expended, and audit if required, and
- Abide by any other conditions placed on the approval of the grant.

I hereby certify that I am authorised to prepare and submit this application. The information contained herein is to the best of my knowledge true and correct.

Organisation

Position

Signature and Date



2023/24 Minor Community Grants Scheme



For projects with a total budget less than \$10,000



How to submit

Submit this form and any other supporting materials to
Chief Executive Officer, Shire of Capel, PO Box 369 Capel WA 6271
Email it to info@capel.wa.gov.au
In person to Shire Administration building, Forrest Road Capel
Applications must be submitted by 4pm 29th July 2023

Section 1 – Organisation Details

Contact Person

Applicant / Organisation

Phone number

Address

Email

Signature

Project Details

Project Name

Start Date

End Date

Total Project Cost (ex GST)

Amount Requested From
Council (ex GST)

Note: Projects under \$2,000 may apply for a maximum of \$1,000 excluding GST
Projects \$2,000 - \$10,000 may apply for a maximum of \$3,333 excluding GST

Financial Details

Is your group incorporated?

Yes

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No

Is your group registered for GST?

Yes

No

Applicant ABN

Project Description

Have you spoken to the Community Development team to check your project meets the Sponsorship criteria?

Yes

If yes, name of officer _____

No

Project description (Brief description)

What benefits do you see for your group from this project?

What are the benefits of the project to the wider community in the Shire of Capel?

Who will be involved with the coordination of this project?

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What is your total number of members?

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Request written quotation from an equivalent tradesperson or supplier to provide similar services and materials/goods to record on both the expenditure page and the income page as an in-kind donation.

Acquitting the grant

You will need to supply receipts for all cash expenditure relating to the funding provided by the Shire. All receipts must be issued to your organisation and give details of the supplier and the goods/labour purchased.

**The provider of the labour donation must hold relevant qualifications in the field of service they are providing.*

Expenditure

Purchase/ Hire of equipment and materials	GST Exclusive
Professional Fees (Consultants, Events Coordinator etc..)	
Administration Costs (Postage, Stationary etc..)	
Promotional Costs (Advertising Flyers etc..)	
Other costs associated with this event	
Total Expenditure	
Income	
Fees (Admissions, Registrations etc)	

Other funding sources

--	--

Your organisations inkind contribution (Labour, machinery etc.)

--	--

Your organisations contribution (Cash)

--	--

Total Income

--	--

Additional Funding

Other Funding –

It is considered an advantage if you have applied for other funding from other sources. Have you applied for funding from other sources?

Funding body or organisation

--

Amount requested

\$
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

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\$
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

--

\$
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

Council Funds

Total Requested Amount

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Grants Checklist

Before you submit your application, have you:

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Name of officer: _____
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Name of officer: _____

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- To provide a detailed statement of acquittal of Council funds expended, and audit if required, and
- Abide by any other conditions placed on the approval of the grant.

I hereby certify that I am authorised to prepare and submit this application. The information contained herein is to the best of my knowledge true and correct.

Organisation

Position

Signature and Date



2023/24 Minor Community Grants Scheme



For projects with a total budget less than \$10,000



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Contact Person

Applicant / Organisation

Phone number

Address

Email

Signature

Project Details

Project Name

Start Date

End Date

Total Project Cost (ex GST)

Amount Requested From
Council (ex GST)

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Financial Details

Is your group incorporated?

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No

Is your group registered for GST?

Yes

No

Applicant ABN

Project Description

Have you spoken to the Community Development team to check your project meets the Sponsorship criteria?

Yes

If yes, name of officer _____

No

Project description (Brief description)

What benefits do you see for your group from this project?

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Purchase/ Hire of equipment and materials	GST Exclusive
Professional Fees (Consultants, Events Coordinator etc..)	
Administration Costs (Postage, Stationary etc..)	
Promotional Costs (Advertising Flyers etc..)	
Other costs associated with this event	
Total Expenditure	
Income	
Fees (Admissions, Registrations etc)	

Other funding sources

--	--

Your organisations inkind contribution (Labour, machinery etc.)

--	--

Your organisations contribution (Cash)

--	--

Total Income

--	--

Additional Funding

Other Funding –

It is considered an advantage if you have applied for other funding from other sources. Have you applied for funding from other sources?

Funding body or organisation

--

Amount requested

\$
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

--

\$
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

--

\$
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful

Council Funds

Total Requested Amount

This is the total amount requested from the Shire of Capel.

This amount should be the difference between the total income and expenditure.

--

Grants Checklist

Before you submit your application, have you:

- Checked your budget?
- Included a copy of your Certificate of Incorporation? *(If applicable)*
- Attached quotes for items over \$1000?
- Spoken to a Shire Officer? Name and Date _____

Please ensure you have completed the following if your project involves the construction of anything on Shire of Capel land or land vested to the Shire of Capel:

- Gained planning approvals
Name of officer: _____
- Gained building approval
Name of officer: _____
- Gained health approvals
Name of officer: _____

Declaration

If the applicant is successful, these conditions will form part of your agreement with the Shire of Capel. Our organisation _____, agrees to the following conditions:

- To acknowledge Council's support in any advertising, promotion, and media publicity associated with this project;
- To utilise the Shire of Capel logo where approved by Council;
- To provide a detailed report at the conclusion of the project which outlines the project's achievements measured against the objectives;
- To provide a detailed statement of acquittal of Council funds expended, and audit if required, and
- Abide by any other conditions placed on the approval of the grant.

I hereby certify that I am authorised to prepare and submit this application. The information contained herein is to the best of my knowledge true and correct.

Organisation

Position

Signature and Date



2023/24 Minor Community Grants Scheme



For projects with a total budget less than \$10,000



How to submit

Submit this form and any other supporting materials to
Chief Executive Officer, Shire of Capel, PO Box 369 Capel WA 6271
Email it to info@capel.wa.gov.au
In person to Shire Administration building, Forrest Road Capel
Applications must be submitted by 4pm 31st December 2023.

Section 1 – Organisation Details

Contact Person

Kahli Harris

Applicant / Organisation

Capel Playgroup

Phone number

0420 852685

Address

1 Forrest Road Capel

Email

Capelplaygroup@hotmail.com

Signature

Project Details

Project Name

Cubby house upgrade

Start Date

3.2.2024

End Date

1.6.2024

Total Project Cost (ex GST)

\$1,970.39

Amount Requested From Council (ex GST)

\$985.00

Note: Projects under \$2,000 may apply for a maximum of \$1,000 excluding GST
Projects \$2,000 - \$10,000 may apply for a maximum of \$3,333 excluding GST

Financial Details

Is your group incorporated?

Yes

If yes, please provide a copy of your incorporation certificate.

No

Is your group registered for GST?

Yes

No

Applicant ABN

41512329

Project Description

Have you spoken to the Community Development team to check your project meets the Sponsorship criteria?

Yes

If yes, name of officer Chloe Brown

No

Project description (Brief description)

Cubby house upgrade and minor resource update.

What benefits do you see for your group from this project?

An upgrade to our cubby house will allow our children to create an imaginative space, where they can let their creativity flourish. They engage in role-play, learn essential academic skills and form social connections that could last a lifetime.

What are the benefits of the project to the wider community in the Shire of Capel?

This will create an exciting new space for all playgroup families and also all families enrolled in the Leaps and Bounds after school program.

Who will be involved with the coordination of this project?

Names

Kahli Harris
Kate Gentle
Lucy Nolan
Peppermint Grove Art Group

Roles

Treasurer
Secretary
President

Tell us about your organisation

What is your total number of members?

35 Families

How many members reside within the Shire of Capel?

35 Families

Financial Details

Quotes

For items up to \$1,000 – 1 documented verbal quote to be obtained
 For items between \$1,001 and \$5,000 – 1 written quotation to be obtained
 For items over \$5,000 – 3 written quotes to be obtained.

Calculating the value of donated labour and materials/goods etc

Request written quotation from an equivalent tradesperson or supplier to provide similar services and materials/goods to record on both the expenditure page and the income page as an in-kind donation.

Acquitting the grant

You will need to supply receipts for all cash expenditure relating to the funding provided by the Shire. All receipts must be issued to your organisation and give details of the supplier and the goods/labour purchased.

**The provider of the labour donation must hold relevant qualifications in the field of service they are providing.*

Expenditure

Purchase/ Hire of equipment and materials

GST Exclusive

\$ - Bunnings

\$990.89

- Kmart

\$116

- Educating kids

\$863.50

Professional Fees (Consultants, Events Coordinator etc.,)

Administration Costs (Postage, Stationary etc.,)

Promotional Costs (Advertising Flyers etc.,)

Other costs associated with this event

Total Expenditure

\$1,970.39

Income

Fees (Admissions, Registrations etc)

Capel playgroup Fees.

\$986.

Other funding sources

Your organisations inkind contribution (Labour, machinery etc.)

Labour	At least 20 hours
--------	-------------------

Your organisations contribution (Cash)

\$ 986	
Total Income	
\$ 1,970.39	

Additional Funding

Other Funding –

It is considered an advantage if you have applied for other funding from other sources. Have you applied for funding from other sources?

Funding body or organisation

Amount requested

	\$	Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful
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	\$	Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful
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	\$	Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending <input type="checkbox"/> Unsuccessful
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Council Funds

Total Requested Amount

This is the total amount requested from the Shire of Capel.

This amount should be the difference between the total income and expenditure.

\$ 986.00

Grants Checklist

Before you submit your application, have you:

- Checked your budget?
- Included a copy of your Certificate of Incorporation? (If applicable)
- Attached quotes for items over \$1000?
- Spoken to a Shire Officer? Name and Date Chloe Brown

Please ensure you have completed the following if your project involves the construction of anything on Shire of Capel land or land vested to the Shire of Capel:

- Gained planning approvals
Name of officer: _____
- Gained building approval
Name of officer: _____
- Gained health approvals
Name of officer: _____

Declaration

If the applicant is successful, these conditions will form part of your agreement with the Shire of Capel. Our organisation Capel Playgroup agrees to the following conditions:

- To acknowledge Council's support in any advertising, promotion, and media publicity associated with this project;
- To utilise the Shire of Capel logo where approved by Council;
- To provide a detailed report at the conclusion of the project which outlines the project's achievements measured against the objectives;
- To provide a detailed statement of acquittal of Council funds expended, and audit if required, and
- Abide by any other conditions placed on the approval of the grant.

I hereby certify that I am authorised to prepare and submit this application. The information contained herein is to the best of my knowledge true and correct.

Organisation

Capel Playgroup

Position

Treasurer - Kahli Harris

Signature and Date

29/12/2023 - ~~Chloe Brown~~

20/12/2023, 14:11

Your Cart & Checkout - Bunnings Australia

⚠ Christmas delivery no longer guaranteed: Order by 4PM Saturday 23rd to guarantee pickup before Christmas day. Excludes Marketplace & Special Orders. X
Shop now >



1. Review cart

🛒 Items for Click & Collect (9)

Your collection store

Bunbury

Corner Blair Street & Mervyn Street
Bunbury AU 6230

🔗 View store details

Choose another store

Drive and collect is an available option when your order is ready. What is this?

Stocked item(s) 9

Join the family

Get more value from your favourite brands Bunnings, Kmart, Target, Catch, and Officeworks.

Start your 30 day free trial

Only \$4/month after trial. Cancel anytime.

Standard Click & Collect
Ready to collect after 9am tomorrow.

Express Click & Collect

Ready to collect in 2 hours; order by 2pm on Sunday 24th December for Collection before Christmas. Available to members only. Start your free trial 🔗



I/N:0144753

Dulux 15L Vivid White Low Sheen Weathershield Exterior Paint

Vivid White - Untinted

- 2 +

Total (9 items)

\$539
Item price: \$250.00
\$990.⁸⁹

https://www.bunnings.com.au/cart

1/3

20/12/2023, 14:11

Your Cart & Checkout - Bunnings Australia

Change to Delivery



I/N:1660498
UNI-PRO 50mm You Can Do It Synthetic Wall Paint Brush

- 1 +

\$8.94

Change to Delivery



I/N:1370235
Dulux 1Step Prep Primer, Sealer & Undercoat 10L

- 2 +

\$405.80

Item price: \$202.90

Change to Delivery



I/N:0328955
Paint Partner 270mm Paint Roller Kit

- 2 +

\$20.50

Item price: \$10.25

Change to Delivery



I/N:1210116
Paint Partner 24mm x 50m Blue 14 Day Resistance Masking Tape

- 1 +

\$6.50

Change to Delivery



I/N:1662336
Paint Partner 4 Piece Paint Brush Set

- 1 +

\$10.15

Change to Delivery

Empty cart

Change all items to delivery

Total (9 items)

\$990.89

<https://www.bunnings.com.au/cart>

2/3

20/12/2023, 14:11

Your Cart & Checkout - Bunnings Australia

Continue to checkout

2. Contact details

3. Payment

Total (9 items)

\$990⁸⁹

<https://www.bunnings.com.au/cart>

3/3



[Continue shopping](#)

1. Bag

2. Details

3. Delivery

4. Payment

Last-minute Christmas shopping?
Our Christmas delivery window has now closed. but you can still Click & Collect your order at your local Kmart store.

1 Bag — \$116.00

Free

Delivery

Click & Collect

To suburb or postcode

SYDNEY NSW 2000





Free standard delivery \$0.00

Saving \$10.00 with free delivery

For orders over \$65

Items in your bag

	Deluxe Coffee Machine Playset	\$15.00
1		
	9 Piece Wooden Babychino Set	\$14.00
1		
	12 Piece Wooden Blender	\$15.00
1		
	Out of stock online Remove	
	9 Piece Silicone Tea Set	\$18.00
1		
	11 Piece Wooden Ice Cream Machine	\$25.00
1		

	Artificial Hanging Basket Plant	\$15.00
1	+	
	Wooden Ice Cream Tray	\$14.00
1	+	
Subtotal		\$116.00
Free standard delivery to 2000		\$0.00
Delivery for order over \$65		Free

OnePass


Get **Free standard delivery*** on eligible products for only \$4/month. No minimum spend.

[Start your free 30 day trial](#)

Already a OnePass member? [Sign in](#)

Exclusions and Terms and conditions apply*

Total (including GST) **\$116.00**

 **Some items are out of stock online**

Remove all out of stock items.


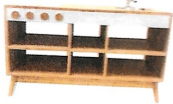












[Remove items](#)







[Continue to details](#)

- ② Details
- ③ Delivery
- ④ Payment

People also bought

Home / Cart

REVIEW CART		DELIVERY DETAILS		PAYMENT DETAILS	
REMOVE ALL	ITEM	NAME	PRICE EXC. GST	QUANTITY	TOTAL EXC. GST
		Scandi Kitchen - 3 in 1 Unit 1877-0011	\$609.95	- 1 +	\$609.95
		Artista Creative Poster Paint 2L - 10pk 72-EKPOSTER10PK2L	\$90.95	- 1 +	\$90.95
		Paint Pot with Lid - Set of 9 72-PAINTPOT	\$21.95	- 1 +	\$21.95
		Bulk Taklon Brushes Asst 32's 1399-BR010	\$39.95	- 1 +	\$39.95
		Prism Colour Board A4 - 200gsm - 100 Sheets 1399-WHP056	\$16.95	- 1 +	\$16.95
		Country Connections Great Group Work Stamp 1399-PTZ150-GG	\$15.95	- 1 +	\$15.95
		Wooden Dough Stamps - Dinosaurs 72-EVWDSDINO	\$19.95	- 1 +	\$19.95

		Crayola Glitter Markers 6s 1399-PMZ836	\$13.95	-	1	+	\$13.95
		Jumbo Stubby Washable Pencils - Pack of 12 72-EDJUMBOSS	\$11.95	-	1	+	\$11.95
		Crayola Pencils Triangular Deskpack - Pack 48 8-68-8250	\$21.95	-	1	+	\$21.95
SUBTOTAL (ex. GST)							\$863.50
Delivery Fees will be calculated at checkout.							

PROCEED TO CHECKOUT

Add these items to your cart.



**MINA DREAMING
INDIGENOUS DRESS - 38CM**

\$34.95
\$38.45 inc. GST



**PINK GINGHAM FLUTTER
DRESS - 38CM**

\$34.95
\$38.45 inc. GST



**DOLLS ABORIGINAL ART
SWADDLE - WEDGE TAILED
EAGLE DREAMING**

\$35.95
\$39.55 inc. GST

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21 Brunswick Rd
Brunswick East VIC 3057
P: (Phone)1300 099 799
info@educatingkids.com.au



15.5. New Council Policy - Disposal of Assets

Author	Procurement Officer, John Lucas
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Legislative
Attachments	1. New Policy - Disposal of Assets [15.5.1 - 3 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Review and endorse the new policy Disposal of Assets for the ongoing management of disposals.

Officer's Recommendation

That Council endorse the new policy Disposal of Assets as per Attachment 15.5.1.

Background

Through the establishment of a procurement framework with the Shire, the requirement for a Disposal of Asset Policy has been identified. While the disposal process is simplistic in nature and well-regulated by legislation, it can be difficult to navigate the correct steps to be taken in a timely manner to ensure compliance and best outcomes are achieved. The Shire is also reliant on its extensive asset portfolio to facilitate the provision of services to the community.

The Shire must ensure that assets used to support service delivery are reviewed on a regular basis in line with the Asset Management Framework, and disposed of appropriately when they reach their end of life, to support the continued commitment to the delivery of these services.

If adopted this policy will provide Shire officers with clear direction for the Disposal of Assets and in doing so:

- Promote fair and effective competition to the greatest possible extent;
- Ensure any potential community benefits are considered;
- Ensure best 'value for money' outcomes are achieved; and
- Assist with establishing a transparent process that is compliant with the relevant legislation.

It should be noted that this policy does not make provision for or apply to the disposal of land which is covered separately under the *Local Government Act (1995) s.3.59 Commercial Enterprises by Local Governments*).

Previous Council Decisions

There are no previous Council decisions relating to this item.



Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance, and decision-making:

4.1 Effective and compliant governance.

4.2 Informed and transparent decision making.

Corporate Business Plan 2023-2027

GOV 15 - **Policies and Procedures** - Maintain organisation-wide policies and procedures.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government Act 1995

3.58. Disposing of property

(1) In this section –

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to –

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property –

(a) it gives local public notice of the proposed disposition –

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision, and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include –



- (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition –
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition
- (5) This section does not apply to –
- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
 - (d) any other disposition that is excluded by regulations from the application of this section.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Asset Management
- Fair Value of Assets
- Fleet & Plant - Procurement
- Purchasing

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Low	Unlikely	Minor	Disposing of the assets will provide income through the sale of property and offset the purchase of new assets and the depreciation of existing ones.
Risk Description: Failure to dispose of assets in a timely manner leading to further depreciation, potential ongoing maintenance costs and deficits in Shire funds to replace with new assets.			
Opportunity: Disposing of assets in a timely manner to maximise the financial return for the Shire.			



Risk	Likelihood	Consequence	Mitigation
Risk 2 Legislative Compliance Rating: Low	Unlikely	Minor	Manage the process for the disposal of assets in a compliant and accountable way.
Risk Description: Failure to dispose of Assets in accordance with the relevant legislation and without clearly defined policies and oversight.			
Opportunity: Application of this policy by Shire Officers in a compliant and consistent manner that drives accountability, fairness and transparency while avoiding conflicts of interest.			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

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

Sustainability Implications

Climate Change and Environmental

This policy will assist with the disposal of assets in a timely manner whilst presenting a variety of methods that discourage adding to landfill where possible.

Social

This policy will help with continued delivery of services to the community by ensuring assets are disposed of and replaced promptly to avoid interruptions.

Economic

This new policy will assist in the sound management of the Shire's financial resources and accounting records.

Asset

This policy will impact all Shire assets, excluding land, at their end of life by ensuring they are disposed of in a timely manner to achieve best value for money outcomes and avoid further depreciation and/or ongoing maintenance costs.

Consultation/Engagement

External Consultation

External consultation was undertaken with the WALGA Governance team and members of other Local Governments in the Southwest region.



Internal Consultation

Internal consultation was undertaken with Shire Officers from the Governance, Finance and Projects, Engineering & Assets teams.

Officer Comment

The Shire of Capel is committed to ensuring an open, transparent, fair and systematic basis for the disposal of assets. The introduction of this Policy reflects the need for clear, considered and consistent decision making to ensure we are disposing of assets in a compliant manner whilst achieving best value for money outcomes for the Shire.

Summary

Adoption of this policy will provide Shire officers with clear direction on how to dispose of assets in a compliant and timely manner leading to economic, social and environmental benefits for the Shire.

Voting Requirements

Simple Majority

Officer's Recommendation – 15.5.

That Council endorse the new policy Disposal of Assets as per Attachment 15.5.1.



Council Policy

Disposal of Assets

Introduction

The Shire of Capel (the Shire) is committed to ensuring the continued delivery of services to the community. To support this commitment, the Shire must ensure that assets used to support service delivery are reviewed on a regular basis in line with the Asset Management Framework, and disposed of appropriately when they reach their end of life.

Purpose

To ensure the disposal of assets surplus to Council requirements are carried out in a compliant manner that promotes best value for money, accountability, sustainability, fairness, and transparency while avoiding any conflicts of interest, whether real or perceived.

This policy does not apply to the sale of land (refer to the *Local Government Act (1995) s.3.59* Commercial Enterprises by Local Governments).

Definitions

Asset – items of property that the Shire has a whole or part interest in. This includes fleet, plant, and various equipment but excludes land and money.

Disposal - to sell, lease or otherwise dispose of, whether absolutely or not.

Requesting Officer – a Shire of Capel officer raising a request to dispose of assets.

Policy statement

1. Decision to Dispose of an Asset

Before any asset is disposed of, it must be assessed under the Disposal Assets - Management Procedure, to determine that it is appropriate for disposal. In addition to determining the estimated monetary value of the asset, requesting officers must also consider the following criteria for determining whether assets may be suitable for disposal:

- a. No longer required (short and long-term review);
- b. Unserviceable or beyond economic repair;
- c. Technologically obsolete;
- d. Operationally inefficient to continue using it;
- e. Surplus to any current or immediately foreseeable needs;
- f. Part of an asset replacement program;
- g. Confiscated, impounded or uncollected goods;
- h. Contains any confidential or personal information;

- i. Contains any Intellectual Property owned by a third party;
- j. Contains any Shire of Capel identifying marks or emblems that could be used for fraudulent purposes; and/or
- k. Contains any environmentally sensitive or hazardous material.

In deciding and recommending an asset for disposal, requesting officers should always remember to consult with other departments within the Shire to identify and review any potential needs that may exist.

2. Methods of Asset Disposal

The disposal method chosen must be appropriate to the value, nature, quantity, and location of the goods through fair and effective competition to the greatest extent possible. Negotiated assets sales and internal expressions of interest for sales of assets to Shire officers and Councillors will not be allowed. Shire officers and Councillors can however participate in a public disposal process as members of the community.

The disposal process must be compliant with the *Local Government Act 1995* and the *Local Government (Functions and General) 1996*. Under this legislation the following methods of disposal are available:

- a. Sale to the highest bidder at Public Auction; or
- b. Sale to the person who at Public Tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender; or
- c. The local government gives prior public notice of the proposed disposal. The notice must;
 - Describe the property concerned,
 - Give details of the proposed disposition, as outlined in section 3.58 (4) of the *Local Government Act 1995*, and
 - Invite submissions regarding the proposed disposal date specified in the notice, being a date not less than 2 weeks after notice is first given, and
 - Consideration is given to all submissions received by the due date, and its decision and reasons are recorded in the minutes of the meeting at which the decision was made.
- d. Trade-in as a part of the Council approved Asset Replacement Program; or
- e. Council may use its discretion to donate surplus assets to individual community groups and/or community sporting bodies, for the purpose of enhancing community facilities and services within the Shire of Capel; or
- f. For assets that are estimated to hold no monetary value, and after exhausting all of the methods above, they may be destroyed/scrapped with every effort made to recycle materials and avoid contributing to land fill where possible.

3. Obtaining Approval for the Disposal of Assets

The requesting officer must complete a Disposal of Assets request form and, dependent on the estimated monetary value, attain approval from the relevant officer. For further information on this process, please refer to the Disposal of Assets - Management Procedure.

4. Asset Register

All asset disposal decisions, including the reasons for the action taken, are to be recorded in the Shire’s Asset Register. The Finance team must also be notified of all disposals to ensure the relevant accounting records are updated.

5. Authority to Dispose of Assets

The following delegations outline the authority to dispose of Shire assets:

- a. Delegation 1.2.10 Sale of Impounded/Seized/Confiscated vehicles, animals or goods;
- b. Delegation 1.2.28 Surplus Equipment; and
- c. Delegation 1.2.29 Timber Disposal.

Application

This policy applies to the disposal of all assets made on behalf of the Shire of Capel.

Department:	Community and Corporate Services	Next review:	February 2026
Reviewer:	Director Community and Corporate Services	Legislation:	<i>Local Government Act 1995, s3.47 & s3.58</i>
Adopted:		Delegation:	1.2.10, 1.2.28 & 1.2.29
Amended:		Risk:	Medium
Policy ref #:	Disposal of Assets	Version:	1



15.6. Customer Relationship Management and Reporting

Author	Manager Customer Relations and Libraries, Brioney McLean
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Review
Attachments	Nil
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Outline the planned review of the Shire's existing Customer Relationship Management (CRM) system, with a view to improving the internal management processes of all external communications and requests in line with the adopted Customer Service Charter.

Officer's Recommendation

That Council:

1. Notes the update on the Shire's Customer Reporting System with reference the Chief Executive Officer's Key Focus Area (3.2) contained in the Performance Agreement FY 2023/24; and
2. Supports the proposed implementation and timeline of improvements to the existing Synergysoft Customer Relationship Management (CRM) system, as stated in the Chief Executive Officer's Performance Agreement FY2023/24 Performance Criteria 3.2 - Develop a reporting system in line with the Customer Service Charter.

Background

In an increasingly digital and customer-centric environment, enhancing CRM capabilities is essential for providing efficient services, fostering stronger relationships with the community, and optimising internal processes.

This report presents the rationale, objectives, scope, timeline, and potential benefits of CRM enhancements for the Shire of Capel.

The Shire of Capel is committed to receiving and sharing essential communications from residents and visitors of the Shire, ensuring the management of day-to-day communications on service delivery functions, the completion of capital works and infrastructure projects is treated in accordance with the Shire's Customer Service Charter.

As the demands and expectations of the community evolve, it is critical that the Shire's CRM system and reporting functionality is reviewed to ensure any external communications platform is effective, efficient and consistent in its method of receiving, monitoring and subsequent delivery of any communication and messaging service.



An effective CRM facilitates better communication, streamlines service delivery and enables data-driven decision making through meaningful reporting.

The Customer Service Charter serves as a guiding framework for the Shire's commitment to delivering high quality services to the community. It outlines our commitment to providing accessible, responsive and equitable services while prioritising customer satisfaction and engagement.

Currently, the Shire is operating at less than optimum levels due to an outdated Enterprise Resource Planning system (ERP), which is in the process of being replaced. As a short to medium-term measure, the Shire will refine the existing CRM system – SynergySoft.

Through a review of the current CRM functionality, the Shire aims to streamline customer interactions and requests, improve data management and enhance overall efficiency for community members and Shire Officers.

Previous Council Decisions

There are no previous decisions of Council.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance and decision-making:

4.2 Informed and transparent decision making.

4.5 Improved customer engagement.

Direction 6 - Effective communication, engagement and relationship development:

6.1 Greater trust and the development of positive relationships within the Shire and with the community.

6.2 Improved cross sector relationships and collaboration.

Corporate Business Plan 2023-2027

- CEO 6 - **Organisational Outcomes** - Develop a holistic organisational improvement plan through a best practice (efficiency and effectiveness) framework that enhances service results, values, innovation, efficiency and sustainability through implementation of service reviews.
- CEO 10 - **Organisational Structure** - Continue to implement an organisational structure and resource allocation via the Workforce Plan and Annual Budget that achieves organisational outcomes in the Strategic Community Plan, Corporate Business Plan and relevant informing (LTFP, asset).
- CEO 12 - **Strategic Planning** - Continue progression of the 'Council Plan' integrating SCP, CBP, LTFP, AMP, RMP, WFP and all supporting sub-plans are adopted in the 2022/23 financial year, with quarterly reporting to the Council and subsequently maintained in accordance with the WA Integrated Planning Framework.



Statutory Framework

Local Framework

- Shire of Capel - Customer Service Charter.
- Chief Executive Officer's Performance Agreement FY 2023/24

State Framework

There are no state frameworks relevant to this item.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Customer Service Policy.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Service Delivery Rating: Medium	Possible	Minor	Utilising the test environment and the phased approach to implementation allows for the ability to identify and remedy any areas of concern promptly.
Risk 2 Reputation Rating: Medium	Possible	Moderate	Insert a description of the controls and treatment options (including effectiveness) available to minimize losses.
Risk Description: Failure to maintain a fit-for-purpose Customer Reporting System has the potential to provide a lower level of service than desired by the community and not in accordance with the Shire's published Customer Service Charter.			
Opportunity: Timely, responsive and professional dealing with requests has the potential to enhance the Shire's reputation within the community. Reliable reporting can provide critical data for the Shire in planned budgeting and resource allocation.			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term



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

Consultation/Engagement

External Consultation

Data and feedback received to date from residents, visitors and Councillors.

Internal Consultation

Following discussions with the Chief Executive Officer, it was evident that a review of the current CRM system is required as an interim solution prior the rollout of the new ERP. In addition to enhancing the current system, this initiative will contribute to the development of workflows for the future ERP implementation.

Analysis of the current system has unveiled several opportunities to streamline operations with minimal disturbance to the organisation.

The project's early and subsequent stages will involve collaborating with the Operations, Rangers and Development Services Teams to identify their reporting needs, service benchmarks, and escalation protocols.

Officer's Comment

Through a review of the current CRM functionality, the Shire aims to streamline customer interactions, bolster data management and enhance overall efficiency.

The following drivers will be considered through the review:

Objective

- Enhance user experience for both customers and internal stakeholders.
- Improve data accuracy and integrity within the CRM system.
- Increase efficiency in managing customer interactions and information.
- Strengthen customer engagement and satisfaction.

Scope

- Audit existing CRM functionality to identify areas for improvement.
- Collaborate with specific departments to identify relevant reporting requirements.
- Revise the CRM categories and subcategories in SynergySoft to enable more effective data capture and accurate reporting.
- Implement automation where feasible to streamline processes.
- Conduct user training sessions to ensure smooth adoption of revised processes.

Timeline

Phase 1: Planning and Analysis (4 weeks)

- Conduct stakeholder meetings to gather requirements.
- Analyse current CRM system capabilities and limitations.
- Identify key performance indicators (KPIs) for measuring success.



Phase 2: Design and Development (2 weeks)

- Customise CRM configurations according to requirements.
- Create and test functionalities in the Play account.

Phase 3: Implementation and Training (4 weeks)

- Install CRM enhancements in a phased manner to minimise disruptions.
- Conduct user training sessions for impacted internal users.
- Provide documentation and support resources for reference.
- Monitor system performance and promptly address any post-installation issues.

Phase 4: Evaluation and Optimisation (2 weeks)

- Collect feedback from users regarding system improvements.
- Analyse performance metrics against predefined KPIs.
- Identify areas for further optimisation and fine-tuning.

This project is intended to be finalised by 30 June 2024 with the desired outcomes reported to the Council through the CEO's quarterly performance reviews.

Summary

The CRM Customer Improvements project is designed to enhance the Shire's customer relationship management capabilities, ultimately leading to improved customer satisfaction and retention.

By adhering to the outlined plan and leveraging the necessary resources, we are confident in achieving the objectives and delivering a CRM system that aligns with the evolving needs of the organisation and residents.

Voting Requirements

Simple Majority.

Officer's Recommendation – 15.6.

That Council:

- 1. Notes the update on the Shire's Customer Reporting System with reference the Chief Executive Officer's Key Focus Area (3.2) contained in the Performance Agreement FY 2023/24; and**
- 2. Supports the proposed implementation and timeline of improvements to the existing Synergysoft Customer Relationship Management (CRM) system, as stated in the Chief Executive Officer's Performance Agreement FY2023/24 Performance Criteria 3.2 - Develop a reporting system in line with the Customer Service Charter.**



15.7. Tender - Boyanup AFL Sports Ground LED Lighting upgrade.

Author	Manager Community Development and Safety, Jeremy O'Neill -
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Contractual
Attachments	<ol style="list-style-type: none">1. RFQ 24-05 Boyanup AFL Oval LED Lighting Upgrade [15.7.1 - 49 pages]2. CONFIDENTIAL REDACTED - RFQ 24-05 Evaluation Summary & Price Schedule Comparison [15.7.2 - 5 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Review and accept the Request for Quotation (RFQ) 24-05 submission provided by Scope Electrical Contracting Pty Ltd for:

- The LED (Light Emitting Diode) floodlighting upgrade program at the Boyanup Memorial Park AFL Ground (Separable Portion 1) for \$261,260.00 (excluding GST), and;
- Community and Amenity Electrical and Lighting Safety Upgrades (Separable Portion 2) for \$37,540.00 (excluding GST).

Officer's Recommendation

That Council accepts the Request for Quotation (RFQ) 24-05 submission provided by Scope Electrical Contracting Pty Ltd for:

1. The LED floodlighting upgrade program at the Boyanup Memorial Park AFL Ground (Separable Portion 1) for \$261,260.00 (excluding GST), and;
2. Community and Amenity Electrical and Lighting Safety Upgrades (Separable Portion 2) for \$37,540.00 (excluding GST).

Background

Initially installed in 2008/9, the Shire's sports lighting infrastructure at the Boyanup Memorial Park AFL Grounds is no longer fit-for-purpose. The current external lighting to the AFL clubrooms is non-compliant and the car park lighting to the adjacent car park is non-existent.

In the 2023 winter seasonal tenancy period the in-situ halogen light fittings started to fail, providing deficiencies in lighting spill required to provide a consistently safe training venue. In addition, the Shire has been informed that these fittings are being phased out into obsolescence.

The upgrade of the existing light fittings to the new specification (LED) is necessary for the ongoing growth and sustainability of the current facility users, including the Boyanup Cardinals Junior Football Club, the Preston Thunder, and the Boyanup Boars Football Club.



In the lead up to the 2023-24 Financial Year the Council supported both a draft budget submission and grant application to the Department of Local Government, Sport & Cultural Industries (DLGSC) Club Night Lights Program (CLNP) to rectify the sports lighting service levels in Boyanup. The Shire was successful in receiving \$65,326.

Separable portion 2 pertains to the on-going security and safety concerns at the Boyanup AFL Club rooms (adjacent to the sporting oval and skate park) and the car park that services both the AFL precinct and the Jack and Mary Community Centre and the Boyanup Public Library.

Previous Council Decisions

OC/2023/50 - That Council (in part):

1. Endorsed the Shire of Capel's Club Night Lights grant application seeking \$65,325 (ex. GST) for LED floodlighting upgrade program at the Boyanup Memorial Park AFL Ground.
3. Rated the Shire of Capel's application as 'A – Well planned and needed by municipality' and ranks the application 1 of 2 received.
5. Endorsed the inclusion in the 2023/24 Draft Annual Budget of \$195,977.10 (ex. GST) for the Shire of Capel's LED floodlighting upgrade program at the Boyanup Memorial Park AFL Ground.

Decision Framework

Shire of Capel Strategic Community Plan 2023 -2033

Direction 1 - Strengthen and enhance the well-being of our community

- 1.1 A more engaged community
- 1.2 A capable community that drives community activation and participation
- 1.5 A healthy and active community

Direction 5 - Provide and maintain suitable infrastructure and facilities

- 5.1 Appropriate community facilities, that meet the communities' needs

Direction 6 - Effective communication, engagement and relationship development

- 6.1 Greater trust and the development of positive relationships within the Shire and with the community

Corporate Business Plan 2023-2027

- **CDVS 9 - Sponsor Major Facilities and Projects** - Act as Sponsor in the planning and delivery of major community projects. Provide the key community interface for internal and external operational guidance, support, and solutions in these projects
- **CDVS 18 - Facility Hire** - Implement an orderly fair and equitable facility hire process for Sporting Clubs that utilise Shire managed facilities
- **CDVS 28 - Minor Community Grants Policy implementation** - Provide both a minor and major community grants scheme mechanism each financial year
- **FAC 1 - Capital Works (Renewals) Program** - Annual Capital works from LTFP and Council Decisions



Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Section 3.57 of the *Local Government Act 1995* applies.

3.57. Tenders for providing goods or services.

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Asset Management
- Budget Management - Capital Acquisitions and Works
- Compliance
- Legislative Compliance
- Risk Management Framework
- Purchasing

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Medium	Likely	Moderate	The renewal of sporting facility assets such as lighting infrastructure before complete asset failure reduces the likelihood of an even more significant financial impost on the Shire in the future.
Risk Description: Failure to identify sufficient project funds through grants and the Shire's own funding mechanisms jeopardizes the continuation of the project.			



<p>Risk 2</p> <p>Infrastructure/ Systems / Utilities</p> <p>Rating: Medium</p>	<p>Likely</p>	<p>Moderate</p>	<p>Ensures Shire facilities are compliant with Australian Standards for the provision of sports lighting and fit for purpose for the club's sporting pursuits. The upgrade of all existing floodlighting installations to LED will significantly reduce on-going maintenance costs currently experienced in terms of globe replacement and system failure.</p>
<p>Risk Description: The provision of community facilities such as sporting and recreational facilities is a core infrastructure function of local government authorities.</p>			

Risk	Likelihood	Consequence	Mitigation
<p>Risk 3</p> <p>Reputation</p> <p>Rating: High</p>	<p>Likely</p>	<p>Moderate</p>	<p>A reduction in local government service delivery can directly impact local communities in social, physical, and emotional development.</p>
<p>Risk Description: Acknowledging the Shire is committed to supporting local community groups in providing sport and recreation facilities.</p>			
<p>Opportunity: The opportunity to upgrade the facilities to a 100 Lux (community club competition standard) at an LED specification has several important opportunities for the Shire. This includes the opportunity to introduce a night competition in Boyanup and gain improved environmental and financial sustainability objectives.</p>			

Financial Implications

Budget

The 2023-24 Annual Budget has a project allocation of \$146,095 for the sports lighting (Separable portion 1), which is offset by a grant contribution through DLGSC's Club Night Lights to the value of \$65,326. The amount budgeted was a miscalculation from the preliminary budget estimate adopted by the Council (OC/2023/50) of \$195,977.10.

Prior to a formal Request for Quotation process being released, project preliminary investigations were undertaken by Shire staff to investigate feasibilities for the sports lighting such as the existing power supply, review the lighting design, and certify lighting tower structural integrity. In addition, the Shire has had on going concerns from the users of the precinct of anti-social activity at the precinct, as well as damage, vandalism, and theft from the club room building after hours.

Feasibility reports indicated that the Shire of Capel could improve sports lighting efficiency by moving away from the existing halogen light fittings to LED fittings, but also increase the intensity and consistency of the Lux (average luminescence) from 50 to 100 Lux, while using the existing towers. This represented a significant financial saving in terms of not having to replace and reinstall new lighting towers.



Funds saved from not having to replace the lighting towers could be used to pay for the additional light fittings, which represented 12 in total (3 per pole). 100 Lux luminescence would enable the Boyanup AFL clubs to increase their scheduling capacity to include night games, increasing scheduling capacity and representing an opportunity for increased revenue generation from night games.

Initial financial estimates indicated that Separable Portion 1 (Sports Lighting) could be awarded through a formal quotation process, but due to increased cost escalations i.e. material and labour costs, increased complexities such as improved management control measures i.e. ability to turn one or several lights off, and accurate cost recovery measures (direct billing opportunities) has increased the cost of the project to be awarded as a tender under tender provisions within the Local Government Act. It must be noted that, whilst this project did not commence as a tender, all aspects from advertising to site visitation and panel process followed a formal tender process.

A separate agenda item outlining the mid-year budget provisions, including financial variations from the initial project estimate of \$195,977.10 for Separable Portion 1, provides the mechanism for Council to award this quotation for both portions as per the Officer recommendation in this report.

Long Term

The upgrade and renewal of these Sporting and community amenity facilities are well overdue, with the current sports lighting asset infrastructure now being over 16 years old and the AFL club room building significantly older than that. The renewal of sporting facility assets such as lighting infrastructure (before complete asset failure) reduces the likelihood of an even more significant financial impost on the Shire in the future.

Sustainability Implications

Climate Change and Environmental

New LED floodlighting will provide a climate change and environmental sustainability benefit in terms of reduced electricity generation and expense to the Shire of Capel, whilst delivering an increased light intensity outcome for the Shire and its sporting users.

Social

The three Boyanup AFL clubs (previously identified) and a regional training squad having access to suitably maintained Shire infrastructure, allows for additional growth opportunities to be considered by each community group.

Separable Portion 2 (External Club and car park lighting) will significantly enhance the safety and amenity of the broader precinct after hours, thereby providing a significant social benefit to the Boyanup community. This would include activation of both the AFL Club rooms and the Jack and Mary Community Centre and the Boyanup Public Library after-hours.

Economic

New LED floodlighting will significantly reduce the operational costs of electricity, which provides a sustainability benefit in terms of reduced electricity generation and expense to the Shire. As mentioned previously, 100 Lux luminescence would enable the Boyanup AFL clubs to increase their scheduling capacity to include night games and represent the economic opportunity for clubs to be able to generate revenue through their canteen and ancillary facilities at these games.



Asset

The upgrade and renewal of these Sporting facilities are well overdue, with the current asset sports lighting infrastructure now being over 16 years old. The ability to reuse the existing tower infrastructure and incorporate improved lighting efficiency, intensity, cost recovery and management flexibility provides long-term financial and asset sustainability.

Increased lighting at the external perimeter of the Boyanup AFL Club rooms and the adjacent car park will, under the guiding principles of Crime Prevention through Environmental Design (CPTED), have the dual effect of improving the perception of and actual community safety at the precinct and serve as an asset protection tool.

Consultation/Engagement

Consultation relating to the CLNP project funding agreement has occurred between Shire Officers and the DLGSC's Regional Manager (Southwest).

Consultation relating to the upgrade of the sporting lighting infrastructure for end-user improvements has included the following organisations:

1. Cardinals Junior Football (AFL) Club. (Auskick and Years 3-7).
2. Preston Thunder. Years 8-12 (Donnybrook Football Club and Cardinals Football Club pathway collaboration).
3. Boyanup Boars Masters AFL Club.
4. Western Australian Football Commission – Regional Squad training.

Internal Consultation

Internal consultation has occurred between the CEO, Directors, Manager of Projects, Engineering and Assets, Manager of Community Development and Safety, Community Development Officer (Sport and Recreation) and Procurement Officer.

Officer's Comment

A 'Request for Quotation' 24-05 AFL oval LED floodlighting upgrade program at the Boyanup Memorial Park AFL Ground (Separable Portion 1) and Community and Amenity Electrical and Lighting Safety Upgrades (Separable Portion 2) was advertised on 22 January 2024 through to 09 February 2024 and resulted in four submissions being received.

The tender process included a comprehensive evaluation process based on the review of submitted compliance criteria and weighted qualitative criteria that included the respondents Relevant Experience, Key Personnel Skills and Experience, Tenderer's Resources and Demonstrated Understanding in relation to the project.

Of the four submissions received, three were deemed compliant and one non-compliant. The results of the weighted qualitative scoring for the compliant submissions were combined with the application of the weighted price method and local purchasing preference (where applicable) for the tendered lump sums with a total ranking for tenderers achieved.

An evaluation panel meeting was held on 14 February 2024, with all panel members being unanimous in their decision to recommend Scope Electrical Contracting Pty Ltd as the successful respondent for this project.



Summary

The Council is presented with the outcomes of a Request for Quotation process for Separable Portions 1 and 2 at the Boyanup Memorial Park AFL Ground. The process resulted in three compliant submissions (out of the four) received, with Scope Electrical Contracting Pty Ltd being recommended by the quotation panel to complete the project. One of the four submissions was non-compliant as it quoted a different lighting design configuration (4 x 30 m towers) from the package of information provided.

Voting Requirements

Absolute Majority.

Officer's Recommendation – 15.7.

That Council accepts the Request for Quotation (RFQ) 24-05 submission provided by Scope Electrical Contracting Pty Ltd for:

- 1. The LED floodlighting upgrade program at the Boyanup Memorial Park AFL Ground (Separable Portion 1) for \$261,260.00 (excluding GST), and;**
- 2. Community and Amenity Electrical and Lighting Safety Upgrades (Separable Portion 2) for \$37,540.00 (excluding GST).**



Request for Quotation

Request for Quotation:	Boyanup AFL Oval LED Lighting Upgrade
Deadline:	2:00 PM (AWST), Friday 09 February 2024
Address for Delivery:	<p>Quotation responses shall be submitted electronically in PDF format via the Shire of Capel website portal at:</p> <p>https://portal.tenderlink.com/capel</p> <p>Quotations submitted by facsimile or e-mail, as well as Quotations submitted by hand or via post, will not be accepted.</p>
RFQ Number:	24-05

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Part 1 READ AND KEEP THIS PART

1 Conditions of Quotation

1.1 Definitions

Below is a summary of some of the important defined terms used in this Request:

Attachments:	The documents you attach as part of your Quotation.
Contractor:	Means the person or persons, corporation or corporations whose Quotation is accepted by the Principal including the executors or administrators, successors and assigns of such person or persons, corporation or corporations.
Deadline:	The deadline for lodgement of your Quotation as detailed on the front cover of this Request.
General Conditions of Contract:	Means the General Conditions of Contract for the Supply of Goods and/or Provision of Services provided or nominated in Part 3.
Offer:	Your offer to supply the Requirements.
Principal:	Shire of Capel.
Quotation:	Completed Offer form, response to the Selection Criteria and Attachments.
Quotation Open Period:	The time between advertising the Request and the Deadline.
Request OR RTF OR Request for Quotation	This document.
Requirement:	The Goods and/or Services requested by the Principal.
Respondent:	Someone who has or intends to submit an Offer to the Principal.
Selection Criteria:	The Criteria used by the Principal in evaluating your Quotation.
Special Conditions:	The additional contractual terms.
Specification:	The Statement of Requirements that the Principal requests you to provide if selected.
Tenderlink:	Means the web-based portal to be used for downloading Quotation documents and raising queries in the online forum during the Quotation Open Period. This medium operates through the website https://portal.tenderlink.com/capel This portal is used for the lodgement of Quotations.

Part 1 READ AND KEEP THIS PART

1.2 Quotation Documents

This Request for Quotation is comprised of the following parts:

- Part 1 – Conditions of Quotation *(read and keep this part)*.
- Part 2 – Specification and/or plans/drawings *(read and keep this part)*.
- Part 3 – General Conditions of Contract *(read and keep this part)*.
- Part 4 – Special Conditions of Contract *(read and keep this part)*.
- Part 5 – Respondent’s Offer *(complete and return this part)*.
- Part 6 – Contractor’s Work Health and Safety Questionnaire *(complete and return this part)*.
- Part 7 – Project Reference Sheet *(complete and return this part)*.
- Part 8 – Respondent’s Resources Schedule *(complete and return this part)*.

Separate Documents

- a) Addenda and any other special correspondence issued to Respondents by the Principal;
- b) Purchasing Policy;
- c) Work Health and Safety Policy.

1.3 How to Prepare Your Quotation

Respondents must:

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements;
- c) Complete and return the Offer (Part 5) in all respects and include all Attachments (including Part 6, 7 and 8);
- d) Make sure you have signed the Offer Form and responded to all of the Selection Criteria; and
- e) Lodge your Quotation before the Deadline.

1.4 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

Name:	Jeremy O’Neill – General and Contractual Project Enquiries Shawn Lombard - Technical and Contractual Enquiries
Telephone:	(08) 9727 0222
Email:	info@capel.wa.gov.au

1.5 Requests for Clarification

Respondents may submit a written request for clarification on any part of the RFQ documents before the lodgement of their Quotation. Written clarifications must be made using the online forum on the Quotation details page of Tenderlink and may be the subject of an addendum to this Request.

Part 1 READ AND KEEP THIS PART

No requests for information or clarification to the RFQ Documents will be accepted later than 5 days before the Deadline of this Request.

1.6 Quotation Briefing/Site Inspection

Respondents can attend a non-mandatory site Inspection on Monday 29th January 2024 at 10:00 AM (AWST).

The location of the meeting is at Boyanup Memorial Park AFL Ground, 55 Thomas Street Boyanup WA, 6237.

The Site Inspection will provide Respondents with the opportunity to clarify any uncertainties with the contact person before the closing of the Quotation.

Please confirm with **Jeremy O'Neill** via email (info@capel.wa.gov.au) your attendance at this meeting no later than the close of business on Thursday 25 January 2024.

1.7 Site Allowances

This contract is not subject to adjustment for Site allowances.

1.8 Lodgement of Quotations and Delivery Method

The Quotation must be lodged by the Deadline. The Deadline for this request is 2:00 PM (AWST) Friday 09 February 2024.

The Quotation responses must be submitted electronically in PDF format via the Shire of Capel website portal at <https://portal.Tenderlink.com/capel>.

Quotations submitted by facsimile or e-mail, as well as Quotations submitted by hand or via post, will not be accepted.

1.9 Rejection of Quotations

A Quotation will be rejected without consideration of its merits if:

- a) It is not submitted before the Deadline; or
- b) It is not submitted at the place specified in the Request; or
- c) It may be rejected if it fails to comply with any other requirements of the Request.

1.10 Late Quotations

Quotations received:

- a) After the Deadline; or
- b) In a place other than that stipulated in this Request;

will not be accepted for evaluation.

Part 1 READ AND KEEP THIS PART

1.11 Acceptance of Quotations

Unless otherwise stated in this Request, Quotations may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Quotation and may reject any or all Quotations submitted.

1.12 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or a Court order.

All Respondents will be given particulars of the successful Quotation(s) or be advised that no Quotation was accepted.

1.13 Quotation Validity Period

All Quotations will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Principal's resolution for determining the Quotation, whichever is the latter unless extended on mutual agreement between the Principal and the Respondent in writing.

1.14 Precedence of Documents

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request will have precedence.

1.15 Alternative Quotations

All Alternative Quotations may be accompanied by a conforming Quotation.

Quotations submitted as Alternative Quotations or made subject to conditions other than the General and Special Conditions of the Contract must in all cases arising be marked "**Alternative Quotation**".

The Principal may in its absolute discretion reject any Alternative Quotation as invalid.

Any printed "General Conditions of Contract" shown on the reverse of a Respondent's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Quotation is marked as an "Alternative Quotation".

1.16 Respondents to Inform Themselves

Respondents will be deemed to have:

- a) examined the Request and any other information available in writing to Respondents for Quotation;
- b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Quotation which is obtainable by the making of reasonable inquiries;
- c) satisfied themselves as to the correctness and sufficiency of their Quotations including submitted prices which will be deemed to cover the cost of complying with all the

Part 1 READ AND KEEP THIS PART

- Conditions of Quotation and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- d) acknowledged that the Principal may enter into negotiations with a chosen Respondent and that negotiations are to be carried out in good faith; and
 - e) satisfied themselves they have a full set of the requested documents and all relevant attachments.

1.17 Alterations

The Respondent must not alter or add to the Request documents unless required by these Conditions of Quotation.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

1.18 Risk Assessment

The Principal may have access to and consider to:

- a) any risk assessment undertaken by any credit rating agency;
- b) any financial analytical assessment undertaken by any agency; and
- c) any information produced by the Bank, financial institution, or accountant of a Respondent;

to assess that Quotation and may consider such materials as tools in the Quotation assessment process.

Respondents may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires satisfying itself that Respondents are financially viable and have the financial capability to provide the Services for which they are submitting and to otherwise meet their obligations under any proposed Contract.

The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the Principal to assess Respondents and will be treated as strictly confidential.

1.19 Evaluation Process

This is a Request for Quotation. Your Quotation will be evaluated using the information provided in your Quotation.

The following evaluation methodology will be used in respect of this Request:

- a) Quotations are checked for completeness and compliance. Quotations that do not contain all information requested (e.g., completed Offer form and Attachments) may be excluded from evaluation.

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- b) Quotations are assessed against the Selection Criteria. Contract costs are evaluated, (e.g., Quoted prices and other relevant whole-of-life costs are considered).
- c) The most suitable Respondents may be short-listed and may also be required to clarify their Quotation, make a presentation, demonstrate the product/solution offered, and/or open premises for inspection. Referees may also be contacted before the selection of the successful Quotation.

A Contract may then be awarded to the Respondent whose Quotation is considered the most advantageous Quotation to the Principal.

1.20 Selection Criteria

The Contract may be awarded to a sole or panel of Respondent(s) who best demonstrates the ability to provide quality products and/or services at a competitive price. The submitted prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome for the Principal.

The Principal has adopted a weighted price approach for this Request.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Quotation that provides all the information requested will be assessed as satisfactory. A Quotation demonstrating greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Quotation will be used as one of the factors in the final assessment of the qualitative criteria and the overall assessment itself.

1.21 Compliance Criteria

These criteria are detailed within Part 5 of this document and will not be point-scored. Each Quotation will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Quotation from consideration.

1.22 Qualitative Criteria

In determining the most advantageous Quotation, the Evaluation Panel will score each Quotation against the qualitative criteria as detailed within Part 5 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Respondents must address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point-scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the Quotation evaluation process or a low score.

1.23 Value Considerations

The Weighted Price method is used where the price is considered to be crucial to the outcome of the contract. The price is then assessed with quality. Include any items that may affect any pricing outcomes (e.g., Regional Price Preference Policy).

Part 1	READ AND KEEP THIS PART
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Criteria	Weighting
Quoted Price	30%

1.24 Local Purchasing Preference

Respondents for the contract may be afforded a preference following Regulation 24(A-G) of the *Local Government (Functions and General) Regulations* and the Shire of Capel Purchasing policy.

1.25 Price Basis

This is a fixed lump sum priced Contract.

All prices for goods/services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices Quoted must include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges.

Any charge not stated in the Quotation, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.26 Ownership of Quotations

All documents, materials, articles and information submitted by the Respondent as part of or in support of the Quotation will become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Quotation process PROVIDED that the Respondent be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.27 Canvassing of Officials

If the Respondent, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors Officers (as the case may be) with a view to influencing the acceptance of any Quotation made by it or any other Respondent, then regardless of such canvassing having any influence on the acceptance of such Quotation, the Principal may at its absolute discretion omit the Respondent from consideration.

1.28 Identity of the Respondent

The identity of the Respondent and the Contractor is fundamental to the Principal. The Respondent will be the person, persons, corporation or corporations named as the Respondent in Part 5 and whose execution appears on the Offer Form in Part 5 of this Request. Upon acceptance of the Quotation, the Respondent will become the Contractor.

1.29 Costs of Quotation

The Principal will not be liable for payment to the Respondent for any costs, losses or expenses incurred by the Respondent in preparing their Offer.

Part 1 READ AND KEEP THIS PART

1.30 Quotation Opening

Quotations will be opened in the Principal's offices, following the advertised Deadline. All Respondents and members of the public may attend or be represented at the opening of Quotations.

The names of the persons who submitted the Quotation by the due Deadline will be read out at the Quotation Opening. No discussions will be entered into between Respondents and the Principal's officers present or otherwise, concerning the Quotations submitted.

The Quotation Opening will be held on or as soon as practicable after the Deadline at the Shire of Capel Administration Building located at 31 Forrest Road, Capel WA.

Please confirm with John Lucas – Procurement Officer your intention to attend the Quotation Opening no later than 48 hours before the deadline for this request

1.31 Monetary Values

Monetary Values that appear in the Quotation (such as provisional sums, prime cost amounts, value of principal-supplied items, etc) are net values.

They do not include Goods and Services Tax (GST).

1.32 In House Quotations

The Principal does not intend to submit an In-House Quotation.

Part 2 READ AND KEEP THIS PART

2 Specification

2.1 Introduction

The Boyanup Memorial Park is a historical sporting and recreational facility located in Boyanup Western Australia that provides a variety of community, sporting, and commercial services to the local community, including a variety of user groups and functional components.

At the western end of the Park (and not included in this quotation scope) are facilities for community markets and hard courts for active sports such as basketball, netball, and tennis.

At the core of the precinct (also not included in this scope), there is also a very active bowling club facility (leased by the Boyanup Bowling Club). This facility acts as a social hub of the Boyanup community, used by many community groups for meetings such as the Boyanup Progress Association and the CWA.

The current project is divided up into two (2) separable portions. The portions, in order of importance, are as follows:

Separable Portion 1

- Boyanup AFL Oval LED Sports Lighting upgrade program.

Separable Portion 2

- Improved security lighting at the Boyanup Cardinals Club rooms (External and Internal)
- Lighting design and installation of car park lighting (Car Park adjacent to AFL Club rooms and Jack and Mary Community Centre).

Subject to budget, the Shire intends to award both portions as part of the current contract.

- However, if this is not achievable due to budget constraints, then the Shire reserves the right to award the works in part or in full at its discretion.
- That the works will then follow a staging campaign over multiple financial years or as budget becomes available.
- The intention then being that Separable Portion 1 remains the priority work (Stage 1) of the current Boyanup Memorial Park improvement program.

2.2 Background Information

The Boyanup Sports Oval currently serves as primarily an AFL facility, catering to both junior and senior clubs. Compliant with Australian standards, the facility currently maintains a minimum lighting level of 50 lux, meeting the requirements for training in major ball sports.

As a vital resource for the community, the existing sports lighting infrastructure at the Boyanup Memorial Park AFL Ground was initially installed in 2008/9 and has not undergone any upgrades or improvements since its inception.

The floodlights, the sole source of sports lighting available for evening training in Boyanup, are essential for various sporting clubs, including:

- Cardinals Junior Football (AFL) Club,

Part 2 READ AND KEEP THIS PART

- Preston Thunder (Donnybrook Football Club and Cardinals FC pathway collaboration),
- Boyanup Boars Masters AFL Club, and;
- Western Australian Football Commission's Regional Squad training.

Over the years, the quality and quantity of lighting spill have diminished due to the aging of the fixtures and fittings.

With an increase in community participation and scheduling, the current lighting setup poses a community safety hazard and hampers the quality of practice sessions.

The proposed LED upgrade seeks to address these issues, ensuring a safer and more effective environment for sports training, while also aligning with advancements in lighting technology since the original installation in 2008/9.

2.3 Definitions

Below is a summary of some of the important defined terms used in this Part:

Contractor's Representative:	Means any Officer or person duly authorised by the Contractor, in writing, to act on their behalf for the purpose of the Contract;
Principal's Representative	Means any Officer of person duly authorised by the Principal, in writing, to act on their behalf for the purpose of the Contract;
Works or Services:	Means the Services, which the Contractor is required to provide to the Principal and the Contractor under the Contract;
Superintendent:	Jeremy O'Neill – Manager Community Development and Safety

2.4 Scope of Work

Separable Portion One - AFL Oval (LED) Lighting Upgrade

The scope of work for Separable Portion 1 is:

- To provide 100 Lux lighting (average luminescence) to the AFL oval as per the attached design package.
- The provision of metering capabilities using the existing 4 x 25-metre lighting towers across the entire playing surface of the AFL oval.
- This campaign does not require new lighting poles, the existing poles are to be used noting these having been assessed for structural integrity. (See attached)

These works are to be conducted in accordance and referenced with:

- The *Civil and Structural report* of the lighting tower infrastructure (Attachment 1).
- The detailed *Lighting design* (Attachment 2.1-2.2).
- The *Issued for Construction information* (Attachment 3.1-3.8).

Separable Portion One works will need to be completed in its entirety on or before the Monday, 1st of April 2024 ahead of the next sporting season and its seasonal bookings.

- Any slippage in timing is to be done with prior Principal approval, and this only having an allowance up to and including Tuesday, 30 April 2024.
- This slippage will require evidence to support approval.

<p>Part 2 READ AND KEEP THIS PART</p>

Separable Portion Two - Community and Amenity Electrical and Lighting Safety Upgrades

The scope of works for Separable portion 2 is:

- To improve community safety and amenity at Boyanup Memorial Park.
- This includes safe access to the sporting club house (external lighting), and car park (car park lighting).
 - This works portion will require the Respondents to provide costing on the following but not be limited to:
 - concept designs,
 - electrical assessment, and;
 - lighting installation that addresses this request based on their interpretation and experience.

Subject to budget availability, separable portion two will be required to be completed in its entirety on or before December 31st, 2024.

- There is no allowance for program slippage in this instance.

2.5 Specific Requirements of the Contract

Separable Portion 1 Requirements –

Lights

- Disconnect and Remove the Existing Light Fittings from the Poles.
- Supply and Install 24 x like or similar New LED Light Fittings (Raptor being the Shire Preference of fitting), with Drivers (6 on each pole)
- Test and Commission.

Cables

- Provision of all electrical cable infrastructure in line with the project's detailed design diagrams and documentation (Attachment 3.1-3.8).
- Provision of all electrical cable infrastructure for metering controls.

Controls

- Supply a metering capability such as Hayltech Illuminator or alike for the sports lighting infrastructure.
- Provide the management rationale for the choice of metering technology.
- System must have a minimum of 4 control setting options that can be chosen for either full or partial lighting usage – these being:
 - West x 2 poles 50lux
 - East x 2 poles 50lux
 - All x 4 poles on 50 lux
 - Lux outlet options need to be able to switch between 50 to 100 lux and vice versa.
- Test and Commission

Separable Portion 2 Requirements

Building lighting and Wiring

- Provide cost to assess the current buildings Electrical condition and capacity.

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External

- Provide cost to install external building sensor floodlighting to the east, west, and south sides of the building.
- Provide cost for external patio lighting that has sensor capabilities.
- All external lights must be vandal-resistant, commercial-grade.

Car park Lighting

- Provide cost to assess current car park provisions and provide a lighting design concept that complies with relevant Australian standards. (Attachment 4)
- Concept must include sustainable light options.

2.6 As Constructed Information

The contractor shall provide, at their own expense “As Constructed” records to be lodged with the Superintendent.

‘As Constructed’ information detailing the variations and amendments from the approved engineering drawings must be certified as a true and accurate record by an experienced licensed surveyor.

Information provided in ‘As Constructed’ form will include drainage construction details, earthworks levels and road levels and alignments.

Data is to be provided in accordance with the A-Spec specifications (see www.a-specstandards.com.au).

In addition to the requirements of A-Spec, a survey of all constructed assets shall be provided. The survey shall be provided in AutoCAD format and a .pdf drawing with completed title block. The minimum survey details are as follows:

- a) Drainage Construction Details
 - Manhole Surface Levels;
 - Pipe Inverts at manholes and gully pits;
 - Structure details/dimensions; and
 - Alignments and locations of all Drainage.
- b) Road Details
 - Road levels along the centreline of roads at intersections and at distances of no greater than 60m along straights (rural) or 30m (urban), low and high points on the longitudinal profile;
 - Alignment of centreline;
 - Any variations to the original approved plan more than original design standards to be shown;
 - Kerb types and positions;
 - Road pavement widths; and

All spatial data is to be provided in GDA 2020 / MGA Zone 50 (horizontal) and Australian Height Datum (vertical) format.

Practical completion will not be granted until all ‘As Constructed’ information and all outstanding defects are completed and approved by the Shire of Capel.

Part 2 READ AND KEEP THIS PART

2.7 Construction Training Fund (CTF) Levy

In Western Australia, a 0.2 percent levy applies to construction projects valued at more than \$20,000 (inclusive of GST). The levy must be paid prior to the commencement of construction of any work to which the levy applies, regardless of the requirement for a building permit.

In the absence of a fixed-price contract, the amount of levy due prior to the commencement of a construction project is calculated based on the estimated value of the construction works.

For further information: ctf.wa.gov.au [CTF Levy & Disbursements Guide | CTF | WA](#)

Part 3 READ AND KEEP THIS PART

3 General Conditions of Contract

3.1 Standards Australia

The Agreement between the Principal and the Contractor shall incorporate the General Conditions of Contract AS 2124-1992 including Annexures Parts A and B.

AS 2124-1992 is not included with this document but is deemed to so be and shall be read and construed as part of the Agreement.

AS 2124-1992 is a publication of Standards Australia and copies can be obtained from Standards Australia, Sydney NSW.

Part 3 READ AND KEEP THIS PART

3.2 Annexure Part A to AS 2124-1992 – PART A

The law applicable is that of the State or Territory of: (Clause 1)	Western Australia
Payments under the Contract shall be made at: (Clause 1)	Electronic Fund Transfer to bank and account nominated by the Contractor
The Principal: (Clause 2)	Shire of Capel
The address of the Principal:	31 Forrest Road Capel Western Australia 6271
The Superintendent: (Clause 2)	Jeremy O'Neill Manager Community Development and Safety
The address of the Superintendent:	31 Forrest Road Capel Western Australia 6271
Limits of accuracy applying to quantities for which the Principal accepted a rate or rates: (Clause 3.3(b))	Not Applicable
Bill of Quantities—the alternative applying: (Clause 4.1)	Alternative 1
The time for lodgement of the priced copy of the Bill of Quantities: (Clause 4.2)	Not Applicable
Contractor shall provide security in the amount of: (Clause 5.2)	Not Applicable]
Principal shall provide security in the amount of: (Clause 5.2)	Not Applicable
The period of notice required of a party's intention to have recourse to retention moneys and/or to convert security: (Clause 5.5)	Not Applicable
The percentage to which the entitlement to security and retention moneys is reduced: (Clause 5.7)	Not Applicable

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Interest on retention moneys and security—the alternative applying: (Clause 5.9)	Not Applicable
Work which cannot be subcontracted without approval: (Clause 9.2)	All Works
The percentage for profit and attendance: (Clause 11(b))	10%
The amount or percentage for profit and attendance: (Clause 11(c))	10%
Insurance of the Works—the alternative applying: (Clause 18)	Alternative 1
The assessment for insurance purposes of the costs of demolition and removal of debris: (Clause 18(ii))	Nil
The assessment for insurance purposes of consultants' fees: (Clause 18(iii))	Nil
The value of materials to be supplied by the Principal: (Clause 18 (iv))	Not Applicable]
The additional amount or percentage: (Clause 18(v))	Not Applicable
Public Liability Insurance—the alternative applying: (Clause 19)	Alternative 1
The amount of Public Liability Insurance shall be not less than: (Clause 19)	\$10 Million Australian (AUD)
The time for giving possession of the Site: (Clause 27.1)	As agreed, and detailed in the Letter of Acceptance
The Date for Practical Completion: (Clause 35.2)	To be agreed based on the works schedule, noting the Principals preference being: Separable Portion: 1 – 1 April 2024 Separable Portion: 2 – 31 December 2024
Liquidated Damages: (Clause 35.6)	Not Applicable

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Limit of Liquidated Damages: (Clause 35.7)	Not Applicable
Bonus per day for early Practical Completion: (Clause 35.8)	Not Applicable
Limit of bonus: (Clause 35.8)	Not Applicable
Extra costs for Delay or Disruption: (Clause 36)	Not Applicable
The Defects Liability Period: (Clause 37)	52 Weeks
Times for Payment Claims: (Clause 42.1)	Monthly or as per supplied and mutually agreed payment schedule, this documented in award letter.
Unfixed Plant and Materials for which payment claims may be made notwithstanding that they are not incorporated in the Works: (Clause 42.1(ii))	Not Applicable
Bank Guarantees on: (Clause 42.3)	2.5 % of contract value (Released at Practical Completion) 2.5% of contract value (Released at end of 52-week Defects Liability period)
Unfixed Plant or Materials—the alternative applying: (Clause 42.4)	Alternative 1
The rate of interest on overdue payments: (Clause 42.9)	Not Applicable
The delay in giving possession of the Site which shall be a substantial breach: (Clause 44.7)	28 Days
The alternative required in proceeding with dispute resolution: (Clause 47.2)	Alternative 2
The person to nominate an arbitrator: (Clause 47.3)	Chairperson, Institute of Arbitrators Australia – WA Chapter
Location of arbitration: (Clause 47.3)	Perth, Western Australia

Part 3 READ AND KEEP THIS PART

3.3 Insurances

3.4.1 The Contractor must:

- a) procure and maintain the Insurances with the minimum level of cover set out in this Document, or otherwise specified by the Principal in the Principal Request, from insurers having a financial performance rating of at least A- by Standard and Poor's (Australia) Pty Limited, or an equivalent rating from another internationally recognised rating agency, approved by the Principal, which either:
 - (i) carries on business in Australia and is authorised by the Australian Prudential Regulation Authority; or
 - (ii) if an overseas insurer, covers claims lodged and determined in the jurisdiction of Australia, with any limitations regarding this requirement to have been notified to, and approved, by the Principal;
- b) ensure that its Sub-contractors have appropriate and reasonable insurance (including as to amounts of insurance and type of insurance) for the work or services they may conduct or provide under a sub-contract relating to the provision of the Goods and/or Services to the Principal;
- c) upon the Principal's written request, provide to the Principal copies of current and updated certificates of insurance for all Insurances, including those of a Sub-contractor;
- d) inform the Principal in writing immediately if it becomes aware of any actual, threatened or likely claims in connection with the Contract under any of the Insurances, except claims which the Principal may have against the Contractor;
- e) disclose to the Principal in writing any limitations under an Insurance or other factors relevant to any Insurance which may adversely impact on the provision of the Goods and/or Services by the Contractor or a claim in connection with the Contract;
- f) pay all premiums and deductibles applicable to any of the Insurances when due;
- g) promptly reinstate any Insurance required if it lapses or cover is exhausted;
- h) give the Principal at least 20 Business Days' prior written notice of any cancellation or non-renewal of, or a material alteration to, any of the Insurances; and
- i) not do any act or omission that would be grounds for an insurer to refuse to pay a claim made under any of the Insurances.

3.4.2 To the extent possible, at the times of placement or renewal of any Insurances, each Insurance must:

- a) state that it is governed by the laws of the Commonwealth of Australia and that courts of Australia shall have exclusive jurisdiction to deal with any dispute under the policy; and
- b) where the Principal is entitled to cover under the Insurance:

<p>Part 3 READ AND KEEP THIS PART</p>

- i. provide that the Insurance is primary with respect to the interests of the Principal and any other insurance maintained by the Principal is excess to and not contributory with the Insurance;
- ii. provide that a notice of claim given to the insurer by an insured under the Insurance must be accepted by the insurer as a notice of claim given by the Principal;
- iii. except for compulsory workers' compensation insurance, compulsory third party motor liability insurance and professional indemnity insurance, include a cross-liability provision extending the policy to operate in the same manner as if there was a separate policy of insurance covering each party insured (without increasing the deductibles or reducing the overall limit of indemnity);
- iv. provide that, where the Principal is not a named insured, the insurer must waive rights of subrogation against the Principal; and
- v. provide that any breach of the conditions of that Insurance by an insured other than a Principal must not in any way prejudice or diminish any rights which the Principal has under that Insurance.

3.4.3 The Contractor must procure and maintain public liability insurance and product liability insurance which:

- a) is for an amount not less than \$10 million, or such other amount as specified in the Principal Request, in respect of any one claim, is unlimited in the amount of occurrences and not less than the amount set out in the Principal Request (if any is so specified) in the aggregate during any one 12 month period of insurance;
- b) covers the liability of the Contractor, its Personnel and the Principal in respect of:
 - i. loss of, damage to, or loss of use of, any real or personal property; and
 - ii. the bodily injury of, disease or illness (including mental illness) to, or death of, any person (other than liability which is required by any Legal Requirement to be insured under a workers' compensation policy),

arising out of or in connection with the Contractor's performance of the Contract; and

- a) covers the use of unregistered motor vehicles or unregistered mobile plant and equipment used in connection with the Contract and sudden and accidental pollution.

3.4.4 Where the Contractor shall be using its own vehicles, plant and equipment in providing the Goods and/or Services, the Contractor must procure and maintain reasonable vehicle and equipment insurance for such vehicles, plant and equipment (**Contractor's Vehicles and Equipment**) (in addition to any compulsory third party motor vehicle insurance), which must:

- a) cover all loss and/or damage to the Contractor's Vehicles and Equipment;
- b) cover third party personal injury or death (to the extent not covered by any public and product liability insurance taken out by the Contractor and any compulsory third party motor vehicle insurance) and third party property damage liability involving the Contractor's Vehicles and Equipment;
- c) be unlimited in the number of occurrences; and
- d) to the extent available from the insurance market from time to time, contain a principal's indemnity extension in favour of the Principal.

Part 3 READ AND KEEP THIS PART

- 3.4.5 Unless otherwise agreed in writing by the Principal, the Contractor must procure and maintain workers' compensation insurance as follows:
- a) the Contractor must insure against liability for death of or injury to persons employed by or deemed by a Legal Requirement to be employed by the Contractor including liability under statute and at common law with a level of cover not less than \$50 million, or such amount as is specified in a Principal Request, in respect of any one event; or
 - b) where the Contractor is a sole trader and has no workers' compensation policy in place, the Contractor must insure against the loss of income and illness by the purchase of an income protection or salary continuance policy.
- 3.4.6 Where specified in a Principal Request or otherwise reasonably requested by the Principal, the Contractor must procure and maintain professional indemnity insurance, which must:
- a) be for not less than \$5 million, or such other amount as is specified in the Principal Request, or otherwise reasonably requested by the Principal in respect of any one claim;
 - b) be for an amount not less than the amount specified in the Principal Request in the aggregate for all claims arising in any one 12 month period of insurance (if an amount is so specified)
 - c) include one full automatic reinstatement of the limit of liability;
 - d) cover liability arising from any act or omission in connection with or arising out of the Contractor's professional activities and duties under the Contract; and
 - e) cover claims under the *Competition and Consumer Act 2010 (Cth)*, the *Fair Trading Act 2010 (WA)* and any similar legislation in any other state or territory, insofar as they relate to the provision of professional advice.
- 3.4.7 Notwithstanding any other provision of this clause 3.4, if agreed in writing by the Principal, the Contractor may self-insure in respect of any or all of the Insurances provided that:
- a) it is lawful for the Contractor to do so;
 - b) the Contractor identifies in writing to the Principal which of the risks required to be insured are being self-insured; and
 - c) if required by the Principal from time to time, the Contractor will provide to the Principal a copy of the Contractor's latest annual report and accounts and/or demonstrate to the Principal's reasonable satisfaction that the Contractor maintains sufficient financial reserves to discharge any liability accruing in respect of such insurance risks.
- 3.4.8 The Parties acknowledge and agree that:
- a) the effecting and maintaining of the Insurances by the Contractor does not, in any way, affect or limit the liabilities or obligations of the Contractor under the Contract;

Part 3 READ AND KEEP THIS PART

- b) the Insurances are primary, and not secondary to the indemnities referred to in this Document and the Principal is not obliged to make a claim or institute proceedings against any insurer under the Insurance before enforcing any of its rights or remedies under such indemnities;
- c) whenever a claim is made under any of the Insurances, the Contractor is liable for any excess or deductible payable as a consequence;
- d) the Contractor must not do or omit to do any act that would be grounds for an insurer to refuse to pay a claim made under any of the Insurances;
- e) nothing in this clause 3.3 fixes the Principal with notice of the contents of any Insurance policy and must not be raised as a defence to any claim by the Principal against the Contractor; and
- f) where relevant, the Contractor must provide reasonably requested assistance to the Principal in the preparation and negotiation of insurance claims.

3.4.9 The Contractor at the discretion of the Principal may be required to provide the Principal with a risk management plan relating to the Contract in accordance with AS/NZS ISO 31000:2018 Risk Management.

3.4 Period of Contract and Termination

The Contract will be in force for the period required to achieve full delivery of the scope of works and preceding contractual obligations (Defects and liability periods).

The Practical Completion (PC) for each said Separable Portion is listed as follows:

- Separable Portion 1: 1 April 2024
 - Note the slippage consideration in Item 2.4 Scope of Works – Separable Portion 1
- Separable Portion 2: 31 December 2024
 - No Slippage consideration allowance.

The Contract will commence at the date stipulated in the formal "*Instrument of Award*".

However, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine/terminate the Contract by written notice to the Contractor, this in conformance to the processes as outlined in the Terms & Conditions.

<p>Part 4 READ AND KEEP THIS PART</p>

4 Special Conditions of Contract

The following is to be read in conjunction with the Special Conditions of contract detailed in the Technical Specification.

4.1 Contractors Obligations

The Contractor certifies that they:

- Have inspected the Site and its surroundings.
- Have familiarised itself with local conditions and all applicable legislative requirements.
- Have the requisite expertise, applicable professional skills and capabilities to carry out the Works and will continue to have them during the term of the Contract.
- Will not enter the Site without having first familiarized themselves to the extent necessary with local conditions and legislative requirements.
- Have examined all information relevant to the risks, contingencies and other circumstances having an effect on the Bill of Quantities and obtainable by making reasonable inquiries.
- Will not do or permit anything that might damage the name or reputation of the principal or reasonably invite adverse public criticism or result in the Principal being the subject of any official investigation.

4.2 Commencing the Works

The Contractor shall not commence the Works until the Superintendent has notified the Contractor that the following has been approved:

- Insurances required by the Contract;
- Contractor's Construction/Works Program;
- Contractor's Traffic Management Plan.

This approval is conditional on the Contractor complying with any subsequent instructions from the Superintendent to amend the plans, within a time limit specified by the Superintendent.

4.2.1 Goods and Services Tax (GST)

For the purposes of this clause:

- a) "GST" means goods and services tax applicable to any taxable supplies as determined under the GST Act.
- b) "GST Act" means A New Tax System (Goods and Services Tax) Act 1999 and (where the context permits) includes the Regulations and the Commissioner of Taxation's Goods and Services Tax Rulings and Determinations made thereunder and any other written law dealing with GST applying for the time being in the State of Western Australia.
- c) "Supply" and "taxable supply" have the same meanings as in the GST Act.

Where the Requirement's, the subject of this Request, or any part thereof is a taxable supply under the GST Act, the price, fee or rates Quoted by the Respondent shall be inclusive of all applicable GST at the rate in force for the time being. In evaluating the Quotations, the Principal shall be entitled (though not obliged) to take into account the effect of the GST upon each Quotation.

The contract is not subject to rise and fall provisions.

Part 4 READ AND KEEP THIS PART

4.2.2 Project Delivery

The Shire is seeking to appoint a suitable project lead with relevant project management experience and qualifications to successfully oversee delivery of the project in accordance with the Scope of Works.

The Shire's preference is to deliver this project by February 2024 (aspirational due date) based on a site commencement in February 2023 and will consider favourably those submissions that are able to meet or come close to this deadline.

Respondents should include in their submission in addition to the Assessment Criteria:

- Detailed timeline / Gantt Chart for project delivery;
- Details of coordination of various construction elements in project delivery;
- Accommodation of ongoing sporting fields usage during the construction phase.
- Access and Egress of stakeholders to respective playing fields ad facilities.
- Contingency for interim support services for ongoing sport activities.
- Details of required approvals and approvals process / timeline.

4.2.3 Applications and Fees – Contractor

The Contractor shall make the following applications (where applicable) and pay all permits, fees, charges and usages;

- a) Building Licence/Permit – The Contractor shall make application and pay all appropriate fees and charges to obtain the Building Permit including the Building Construction Industry Training Fund Levy.

The Contractor is deemed to be the project owner under the *Building and Construction Industry Training Fund and Levy Collection Act 1990 (WA)* and shall pay all levies required to be paid under this Act to the Building and Construction Industry Training Fund. The Contractor must not commence work on the Site until it has paid the levy.

The *Building Act 2011 (WA)* requires a permit issuing authority to be satisfied that the Building and Construction Industry Training Fund and Levy has been paid prior to the issuance of a building permit. Within 14 days of the Date of Acceptance of Tender, the Contractor must provide evidence in writing that the Building and Construction Industry Training Fund and Levy has been paid. A failure to provide such evidence has the potential to delay the issuance of a building permit by the permit issuing authority.

Prior to Principal's Representative issuing a Certificate of Practical Completion, where the costs of the Works increase by an amount greater than \$25,000, then:

Notwithstanding the General Conditions, the Contractor shall not become entitled to receive any outstanding progress payments until it provides evidence to the Principal's Representative that it has paid any additional levy required to be paid into the Fund under the Building and Construction Industry Training Fund and Levy Collection Act 1990 (WA), Building and Construction Industry Training Levy Act 1990 (WA) and the Building Act 2011 (WA); and

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Notwithstanding any provision of the Contract to the contrary, the Contractor shall not become entitled to the release of any remaining security or retention until it provides evidence to the Principal's Representative that it has paid any additional levy required to be paid into the Fund under the Building and Construction Industry Training Fund and Levy Collection Act 1990 (WA), Building and Construction Industry Training Levy Act 1990 (WA) and the Building Act 2011 (WA). The payment of any additional levy under this clause shall constitute a variation in favour of the Contractor, however the Contractor shall not be entitled to an Extension of Time as a result of such a variation.

- b) Certificate Design Compliance
- c) Building Industry Training Levy (BSL)
- d) Water Corporation - The Contractor shall make application and pay the appropriate fees and charges to obtain the necessary Water Corporation approvals including lodgement of a Builders Net application and Trade Waste application with the Water Corporation.
- e) Submit any documentation necessary to satisfy the Plumbing Licensing Board.

4.2.4 Open Excavations

No excavation shall be left open at the conclusion of the day's work. All trenches shall be left filled to grade and smooth. Where trenches are required to be left open, they shall be bunted off with barricades to prevent entry.

4.2.5 Work Tools

All tools and materials shall be securely stored when not in use to prevent any such tools/implements being used as "tool of vandalism".

All equipment is also to be tested and tagged.

4.2.6 Site Vegetation

- a) The Contractor shall avoid damage to all trees, shrubs and other plants, which do not require removal for construction of the project.
- b) The Principal's approval shall be obtained before trimming, lopping or removal of any trees.
- c) The Contractor shall ensure that the Principal's approval has been obtained before excavating within 5 metres of existing trees.

4.2.7 Materials and Rates

- a) All materials used shall be new and undamaged, and of a design and construction approved by the Principal.
- b) The attention of the Contractor is drawn to the fact that no rise and fall clause is included in this Contract. Tenders are on a firm basis and no claims will be entertained for adjustments to this Contract due to the fluctuations which may occur in the cost of labour and materials during the Contract.

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4.2.8 Site Information

- a) Respondents are required to inspect the site to ascertain the nature and requirements of the work, conditions of access and all conditions on or adjacent to the site.
- b) Respondents will be deemed to have allowed for any additional costs for the foregoing factors in their Tender.

4.2.9 Storage of Materials

The Contractor shall be responsible for storing all materials and equipment on site.

The layout and format of this is to be discussed and agreed to by the Principal as part of the mobilization and pre-start meetings.

4.2.10 Cleaning up Site

- a) Throughout the Contract the Contractor shall keep the sites and any temporary works clear from obstruction, rubbish as far as possible.
- b) Cleaning up of the site includes the removal of all rubbish.

4.2.11 Site Reinstatement

- a) Prior to practical completion, the site and surrounding ground surface shall be cleaned up and restored, as nearly as possible, to the original condition that is unlikely to endanger animals or persons will not represent a nuisance and is to the satisfaction of the Principal.
- b) In areas where turf/lawn is to be removed due to excavations, the Contractor will inform the Principal of this requirement, and take direction from the Principal or its representative to limit the damage or loss of this substrate for future re-instatement purposes as part of the Contract deliverables.

4.2.12 Traffic Management

- a) The Contractor shall be responsible for all Traffic and Pedestrian Management including the arrivals and departures of all subcontractors and material deliveries.
- b) It is the Contractors responsibility to ensure that all works are completed to the current and most recent safety guidelines, and where this requires Traffic Management to be implemented as part of this duty of care, that this form part of project deliverables.
- c) Copies and evidence of this shall be provided to the Principal prior to the commencement of works in these zones or areas of work for review and record keeping. Access to the work site shall be contained within the Construction zone.

4.2.13 Quality Assurance Compliance

- a) Upon completion of this Contract the Contractor shall be required to complete a Quality Assurance Compliance Declaration stating that all materials and workmanship supplied under this Contract meet the requested minimum specification, all relevant industry standards.

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- b) Copies of all certificates and engineering drawings for the proposed equipment are to be supplied at this time.
- c) All items of non-compliance must be rectified immediately by the Contractor at the Contractor's expense.
- d) Practical completion will not be given until the completed and signed documents as specified above, have been received by the Principal.

4.2.14 Security/Retention Monies/ Bank Guarantees

The Contractor shall provide security in the form of an unconditional and irrevocable undertaking in the amount set out in the Annexure. The Contractor is not entitled to payment until all security required has been provided in accordance with the terms of the Contract. The unconditional and irrevocable undertaking shall be issued by a financial institution that;

- a) has an office open for business in Australia;
- b) is registered in Australia;
- c) is regulated by the Australian Prudential Regulatory Authority (APRA); and
- d) meets a credit rating not less than A+ as assessed by Standard and Poor's.

The Contractor shall provide two (2) x 2.5% unconditional Bank Guarantees prior to commencement of the Works.

The bank guarantees shall be returned from the Principal to the Contractor as follows;

- a) Contractor being issued Practical Completion.
- b) Conclusion of the Defects Liability Period (12 months from Practical Completion)

4.2.15 Progress Payments

The Contractor will submit tax invoices for progress claims to:

info@capel.wa.gov.au

finance@capel.wa.gov.au

quoting Shire of Capel purchase order numbers including supporting documentation for review and approval by the Principal;

- a) The original contract amount.
- b) Approved variations to date
- c) Adjusted fee
- d) Pending progress claims
- e) Claims to date received.
- f) Any other matters affecting the Contract sum.

4.2.16 Subcontractors

The subcontractors, suppliers, or other parties that the Contractor has nominated in its Tender and for which the Contractor has received a price preference in the consideration of its Tender

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under the Buy Local Policy are deemed to be approved subcontractors in accordance with clause 9 of the General Conditions.

In addition, it is an expectation of the Shire that local businesses / Contactors will be utilised in the delivery of the project whenever possible and Respondents able to demonstrate that they will utilise local businesses and contractors to create local employment opportunities will be viewed favourably, as detailed within the Tender Assessment Criteria.

The Contractor shall not without prior written approval of the Principal substitute a subcontractor deemed to be approved under this clause.

4.2.17 Contractor's Compound

The Contractor's shall provide the Principal, prior to commencing construction on site a Site Management Plan showing location of builder's compound, laydown areas and parking. Access to the site will be restricted to the construction zone.

4.2.18 Construction Program

The Contractor shall supply within 28 days of the Date of Acceptance of Tender, for the approval of the Principal, a Construction Program in critical path network format, showing the dates when, and the times within which, the work under the Contract will be executed. The Contractor shall submit the Construction Program for the approval of the Principal prior to submitting the first claim for payment under the contract. The Contractor is not entitled to payment until the Contractor has submitted a Construction Program approved by the Principal.

If the Principal considers the program unsatisfactory, the Contractor shall resubmit an amended program within 3 days, until approval is obtained. All program submissions shall include electronic submissions in both PDF format and native file format developed utilising industry recognised program software.

The approved Construction Program will be used by the Principal to monitor rate of progress and when determining extensions of time under the Contract.

The Contractor shall issue one electronic copy in PDF format and one electronic copy in native file format of the Construction Program to the Principal for approval. An additional copy is to be displayed prominently in the site office.

The Construction Program shall be a critical path network analysis that;

- a) includes a working day calendar. The Contractor's consideration of Saturdays, Sundays, Statutory Public Holidays, building industry annual close down holidays and Rostered Days Off shall be clearly shown on the program;
- b) clearly identifies each area, trade and element of work;
- c) indicates earliest and latest starting and finishing dates for each activity, milestone events, logic dependencies, float times, resource levels and critical path activities;
- d) highlights in colour the critical path;
- e) does not show any activity with a duration more than 10 days unless related to supply and/or prefabrication lead times;
- f) does not include any activity describing more than one major element and/or trade and/or area;

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- g) shows all major critical off-site activities of supply, prefabrication, testing, samples, prototypes, shop drawings, approvals required;
- h) includes the activities of all the Contractor's consultants, subcontractors, suppliers and the like; and
- i) provides details having significant bearing on construction program achievement, including human resource requirements at each stage, intended productivity rates, proposed construction methods, plant and equipment required.

The Construction Program shall be accompanied by a report that outlines the basis of the program including assumptions made, allowances incorporated, external interfaces and constraints provided for, and the like.

The Contractor shall constantly monitor and adhere to the Construction Program and record actual progress on the site office copy on a weekly basis and maintain daily site diaries.

When a delay occurs to an activity on the Construction Program critical path, the Contractor shall submit, for the approval of the Principal, within 14 days of the delay occurring, an amended Construction Program clearly showing the changes necessary to bring the work under the Contract back onto program.

Where an extension of time is granted pursuant to the Contract the Contractor shall submit, for the approval of the Principal, within 3 days of the extension of time being granted, an amended Construction Program clearly showing the changes to the construction program arising from the grant of the extension of time.

4.2.19 Site Meetings during the Works

The Contractor shall throughout the duration of the Contract arrange for formal minutes of site meetings to be held on a fortnightly/monthly basis between himself, appropriate subcontractors and the Principal and consultants and shall keep minutes of such meetings and provide an electronic copy thereof forwarded to the Principal within two days of each meeting.

The purpose of these site meetings is to assist in attaining full co-operation between all concerned on the project as well as checking progress of the work under the Contract and providing the opportunity for general discussion of the work under the Contract.

At the first site meeting the Contractor shall submit to the Principal the names and telephone numbers of all responsible persons who may be contacted after working hours during the course of the Contract.

Within 1 month of issue of a Certificate of Practical Completion the Contractor shall attend an onsite post occupancy training session and shall arrange for the attendance of relevant subcontractors.

The purpose of the onsite post-occupancy training session is to ensure that the end user of the facility is appropriately trained to operate the building in accordance with the design intentions.

At each site meeting, the Contractor shall issue a Contract progress and status report, based on the current approved Construction Program, giving details of:

- a) work under the Contract currently in progress, highlighting critical activities;
- b) activities affected by or linked with delays whether the subject of time claims or not;
- c) actual start dates of activities in progress and the actual finish dates of completed activities;

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- d) work activities to commence in the next period;
- e) actions required by the Principal or Superintendent;
- f) program status; and
- g) onsite disruptions.

4.2.20 Practical Completion

Notwithstanding any provision of the Contract to the contrary, in addition to what is required for Practical Completion in the General Conditions, a Certificate of Practical Completion will not be granted to the Contractor prior to the provision of the following items to the Principal:

- a) satisfactory evidence of tests and inspections required under the Contract having been conducted and passed;
- b) as constructed drawings and, if the Principal otherwise specifies a form or format in which those as constructed drawings should be provided, then as constructed drawings must be provided in that form or format for the purposes of this clause;
 - i. These documents are to be the final checked and amended version of the original "Issued for Construction documentation" that captures all the subtle changes that have occurred during the build period. The Architect is to verify this as the most accurate version for record keeping.
- c) operating manuals required for the use, operation and maintenance of the Works;
- d) warranties and guarantees required to be provided;
- e) evidence as to the payment of further Building and Construction Industry Training Fund Levy if required;
- f) a certificate of construction compliance; and
- g) anything which is within or ought to be within the power, possession, custody or control of the Contractor to provide to the Principal, which the Principal is prescribed by the *Building Act 2011 (WA)* or regulations to provide to a permit authority to obtain either an occupancy permit or building approval certificate.

Where there is a delay in the provision of a certificate of construction compliance which is beyond the reasonable control of the Contractor, the Contractor shall be entitled to an extension of time in accordance with the General Conditions.

On Practical Completion of the Works the Contractor shall leave the Works fit for immediate occupation or use.

4.2.21 Maintenance

Carry out maintenance of all the Work from the commencement of, and for a period equal to, the defects liability period.

Maintenance shall be strictly in accordance with manufacturer's recommendations and as set out in the maintenance manual and includes the work listed below;

- a) Required tests by statutory regulations and manufacturers;
- b) Required servicing of the installed plant;

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- c) Attendance on site to emergency or breakdown calls.

In the event that any maintenance work is outstanding at the end of the specified period, continue the maintenance obligations until such work is completed and the Principal has advised in writing that it is acceptable. Submit to the Contract Administrator copies of all test results carried out as part of the maintenance.

A maintenance program for the defect liability period is to be provided four weeks prior to completion of construction for review and approval.

4.2.22 Defects Liability Period

- a) From the Date of Practical Completion through to the issue of the Final Certificate, the Contractor shall provide at the end of each month, or as directed by the Principals Representative a defects status report detailing all defects, the planned dates for rectification work, and the completion dates of the rectified work.
- b) The Contractor shall certify the rectified defects works have been inspected by the Contractor ready for the final inspection by the Principals Representative and Consultants.
- c) The Defects Liability Period shall be twelve (12) months from the date of Practical Completion. In addition to the Defects Liability Period the Principal shall have the benefit of any Warranties as per the Warranties Schedule.

4.2.23 Warranties/Handover Documentation

At the time of handover, the Contractor shall provide the Principal with all relevant documents for the built structure and all associated systems, certifying that all system(s) have been installed and commissioned satisfactorily. These documents include;

- a) Original documentation of all authority approvals;
- b) As constructed diagrams for fire system works (in hardcopy, pdf and dxf);
- c) Services site layout diagram for the Fire system (in hardcopy, pdf and dxf);
- d) All necessary signage and labelling;
- e) User operation and procedures for all equipment provided and the overall Fire System; including as a minimum Start Up and Shutdown procedure for emergency and maintenance;
- f) Comprehensive manuals and list of system settings;
- g) Full data sheets and warranties for specific equipment installed;
- h) Maintenance procedures and schedules;
- i) Troubleshooting guide;

The Contractor will provide all warranties as outlined within the Principal's documents. All warranties are to be in the favour of the Principal.

Unless otherwise specified, the commencement date for warranties or guarantees shall be the Date of Practical Completion.

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5 Respondent's Offer

5.1 Form of Quotation

The Chief Executive Officer
Shire of Capel
31 Forrest Road
CAPEL WA 6271

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Telephone No: _____ Facsimile No: _____

E-mail: _____

In response to Request for Quotation (RFQ) 24-05 - Boyanup AFL Oval LED Lighting Upgrade

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Quotation contained in this Request signed and completed.

The Quoted price is valid up to ninety (90) calendar days from the date of the Quotation closing or forty-five (45) days from the Council's resolution for determining the Quotation, whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Quotation irrespective of its outcome.

The Quoted consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Quotation.

Dated this _____ day of _____ 20__

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Telephone Number: _____

Authorised signatory Postal address: _____

Email Address: _____

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5.2 Selection Criteria

5.2.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Quotation including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
b) Respondents are to provide their <ul style="list-style-type: none"> • Licences required for completion of the contract • Business Registration 	Yes / No
c) Compliance with the Specification contained in the Request.	Yes / No
d) Compliance with attendance at any mandatory Quotation briefing or site inspection.	Yes / No
e) Compliance with the Quality Assurance requirement for this Request.	Yes / No
f) Compliance with the Delivery Date.	Yes / No
g) Risk Assessment Respondents must address the following information in an attachment and label it “ Risk Assessment ”: i) <i>An outline of your organisational structure inclusive of any branches and number of personnel.</i> ii) <i>If companies are involved, attach their current ASIC company extracts search including latest annual return.</i> iii) <i>Provide the organisation’s directors/company owners and any other positions held with other organisations.</i> iv) <i>Provide a summary of the number of years your organisation has been in business.</i> v) <i>Attach details of your referees. You should give examples of work provided for your referees where possible.</i> vi) <i>Are you acting as an agent for another party? If Yes, attach details (including name and address) of your principal.</i> vii) <i>Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries.</i> viii) <i>Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted.</i> ix) <i>Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment detail</i>	Yes / No

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<p><i>of any actual or potential conflict of interest and the way in which any conflict will be dealt with.</i></p> <p>x) <i>Are you presently able to pay all your debts in full as and when they fall due?</i></p> <p>xi) <i>Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes, please provide details.</i></p> <p>xii) <i>In order to demonstrate your financial ability to undertake this contract, include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.</i></p> <p>The insurance requirements for this Request are stipulated in Part 3 of this Request. Respondents are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. If the Respondent holds “umbrella Insurance” please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within 14 days of acceptance.</p>	<p>Yes / No</p>
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5.2.2 Qualitative Criteria

Before responding to the following qualitative criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Quotation;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Respondents are to address each issue outlined within a qualitative criterion.

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<p>A. Relevant Experience Respondents must address the following information in an attachment and label it "Relevant Experience":</p>	<p style="text-align: center;">Weighting</p> <p style="text-align: center;">20%</p>	
<p>a) <i>Provide details of similar work undertaken as listed in the scope or works.</i></p> <p>b) <i>Provide a project reference sheet with actual examples of work delivered, keeping this to three (3) or four (4) examples on one (1) or two (2) A4 pages that demonstrates your level of experience, with specific emphasis on the following:</i></p> <ul style="list-style-type: none"> - Design component. - Adherence to deadline. - Skills requirement to deliver the brief. <p>c) <i>Demonstrate competency and proven track record of achieving outcomes.</i></p>	<p style="text-align: center;">"Relevant Experience"</p>	<p style="text-align: center;">Tick if attached.</p> <p style="text-align: center;"><input type="checkbox"/></p>
<p>Supply details in an attachment and label it "Relevant Experience".</p>		

<p>B. Key Personnel Skills and Experience Respondents must address the following information in an attachment and label it "Key Personnel Skills and Experience":</p>	<p style="text-align: center;">Weighting</p> <p style="text-align: center;">15%</p>	
<p>a) <i>Provide a succinct listing of your, or your teams, skills and experience that will fulfill the requirements of this Tender on one (1) or two (2) A4 pages, including a section for their membership to any professional or business association, qualifications etc.</i></p> <p>b) <i>The Tenderer's role in the performance of the Contract. Provide evidence of your understanding and working knowledge of Local Government and the frameworks and compliances they have to work within (leased and public spaces/facilities).</i></p>	<p style="text-align: center;">"Key Personnel"</p>	<p style="text-align: center;">Tick if attached.</p> <p style="text-align: center;"><input type="checkbox"/></p>
<p>Supply any other relevant details in an attachment and label it "Key Personnel Skills and Experience".</p>		

<p>C. Respondent's Resources Respondents must address the following information in an attachment and label it "Respondent's Resources":</p>	<p style="text-align: center;">Weighting</p> <p style="text-align: center;">20%</p>	
<p>a) <i>Please provide in a simple cover letter that captures statements that clearly outlines/speaks to the following:</i></p> <ul style="list-style-type: none"> - A statement that identifies what your commitment from the general listing of scope or works will be. - Your capacity to deliver said scope of works. - Your usual anticipated delivery timeline for each item, this just an indicative time estimation for review purposes. 	<p style="text-align: center;">"Respondent's Resources"</p>	<p style="text-align: center;">Tick if attached.</p> <p style="text-align: center;"><input type="checkbox"/></p>

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<ul style="list-style-type: none"> - Your ability to resource/network additional resources in periods of high workload to meet deadlines. - Your overall connection and affiliation to the general industry., with emphasis on your sub-contractor resourcing the delivery of this project on time and on budget. 		
<p>As a minimum, Respondents should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "Respondent's Resources".</p>		

<p>D. Demonstrated Understanding</p> <p>Respondents must address the following information in an attachment and label it "Demonstrated Understanding":</p>	<p>Weighting</p> <p>15%</p>	
<p>a)Please provide in a simple cover letter with statements that capture and clearly outline/speak to or your demonstrated understanding of the following:</p> <ul style="list-style-type: none"> - <i>That you understand the importance of works assignment with critical deadlines, and what you will do to ensure this is delivered as far as practicably possible for each Separable Portion.</i> - <i>The provision of works schedule that shows the critical path and milestones for each Separable Portion, with emphasis on due dates as listed in this document.</i> - <i>That you make mention of any issues, aspects of importance, value adding etc. that could or would affect your works delivery or improve your chances of award above other agencies.</i> - <i>Finally, provide a statement that evidence that you have a working knowledge and understanding of working in Local Government managed and owned facilities with emphasis on stakeholder management and safety considerations.</i> 	<p>"Demonstrated Understanding"</p>	<p>Tick if attached.</p> <p style="text-align: center;"><input type="checkbox"/></p>
<p>Supply details and provide an outline of your proposed methodology in an attachment labelled "Demonstrated Understanding".</p>		

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5.3 Price Information

Respondents must complete the following “Local Purchasing Preference” questions and “Price Schedule”. Before completing the Price Schedule, Respondents should ensure they have read this entire Request.

5.3.1 Local Purchasing Preference

Have you been operating a business continuously for at least the last 6 months within the South West Region of Western Australia?	Yes / No
If No, do you intend to source any goods or services in relation to the Quotation from suppliers located within the South West Region of Western Australia?	Yes / No
<p>To determine the application of the policy, in an Attachment labelled “Local Purchasing Preference”, provide details of these goods and services (if any) including:</p> <ul style="list-style-type: none"> (a) the address of your office located in the South West Region of Western Australia; or (b) details of goods or services that will be provided by suppliers located within the South West Region of Western Australia; (c) the name and address of the suppliers; and (d) The value of the goods or services that will be provided by suppliers located within the South West Region of Western Australia. 	<p>“Local Purchasing Preference” Attachment</p> <p>Tick if attached <input type="checkbox"/></p>

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5.3.1 Price Schedule

Respondents must complete the following “Price Schedule”. Before completing the Price Schedule, Respondents should ensure they have read this entire Request.

5.3.2 Lump Sum Price

The Respondent shall price all tasks in the Price Schedule. The prices entered shall fully cover all the obligations of the Contractor under the Contract.

The Contract for which a Quotation in accordance with these Conditions is to be made is a **Lump Sum Contract**.

The Lump Sum Quotation is for completion of the Whole of the Works described and intended in the Quotation documents and executed in accordance therewith **OR**, at the Principal’s discretion, for each separable portion.

The Respondent is to note that the Bill of Quantities attached is for pricing purposes only and the quantities shown are indicative only. The Respondent is to undertake their own verification of all quantities used for deriving works item totals prior to Quoting.

Variations will not be entertained unless they are for additional works not specified within the documents or drawings.

Separable Portion 1: AFL Oval (LED) Lighting Upgrade

Item No.	Item	Quantity	Unit Rate	Total (Ex GST)
1.	Preliminaries			
2.	Demolition			
3.	Excavation			
4.	Waste Disposal			
5.	Cabling			
6.	Earthing			
7.	Circuit Breakers/Other hardware			
8.	Lighting Control			
9.	Luminaires (Raptor)			
10.	Plant Hire: - Cranage - Boom Lift - Other			
11.	Commissioning/Certification			
12.	Induction/Training	2 sessions	2 hours each	
13.	Disbursements			
14.	Other			
15.	Other			
Total (Ex GST)				
GST				
Total (Inc GST)				

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Separable Portion 2: Community and Amenity Electrical and Lighting Safety Upgrades

Item No.	Item	Quantity	Unit Rate	Total (Ex GST)
1.	Preliminaries			
2.	Building lighting and Wiring <ul style="list-style-type: none"> Provide cost to assess the current buildings Electrical condition and capacity. 			
3.	External <ul style="list-style-type: none"> Concept design develop for each element. Provide cost to install external building sensor floodlighting to the east, west, and south sides of the building. Provide cost for external patio lighting that has sensor capabilities. All external lights must be vandal-resistant, commercial-grade. 			
4.	Car park Lighting <ul style="list-style-type: none"> Concept design develop for each element. Provide cost to assess current car park provisions and provide a lighting design concept that complies with relevant Australian standards. (Attachment 4) Concept must include sustainable light options. 			
5.	Disbursements			
6.	Other			
Total (Ex GST)				
GST				
Total (Inc GST)				

5.3.3 Rates for Labour and Day Works

The Respondent shall list below the hourly rates payable for various occupational groups which may be employed on the Site including any applicable Goods and Services Tax (GST).

Item	Rate Per Hour (Ex GST)	GST Component	Rate Per Hour (Inc GST)
Supervisor	\$	\$	\$
Survey Crew	\$	\$	\$
Labourer	\$	\$	\$
Plant Operator	\$	\$	\$

5.3.4 Rates for Plant Hire

Respondents shall list the hourly rates for the hire of all types of constructional equipment used on the site for clearing, earthworks, excavation, compaction, laying of pipes, construction of manholes, grading of surfaces and watering.

Part 5 COMPLETE AND RETURN THIS PART

The rates shall include allowance for an experienced operator, fuel consumable stores, maintenance, overheads, GST and profit and are for the plant specified or equivalent, based on the Contractors standard working week.

Item	Rate Per Hour (Ex GST)	GST Component	Rate Per Hour (Inc GST)
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Working week for these rates is Monday to Friday for 7am to 5pm for 8 hours per day.

5.3.5 Price Basis

Option A Are you prepared to offer a fixed price?	Yes / No
------------------------------------------------------	-----------------

Part 6 COMPLETE AND RETURN THIS PART

6 Contractor’s Work Health and Safety Questionnaire

This questionnaire forms part of the Principal’s Quotation evaluation process and is to be completed by Respondents and submitted with their Quotations and labelled as “**Contractor’s Work Health and Safety Questionnaire**”. The objective of the questionnaire is to provide an overview of the status of Contractor’s safety management system. Contractors may be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

WHS Policy and Management	Yes	No	N/A
Is there a written company Work Health and Safety Policy? If Yes, please provide a copy of the policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have an WHS Management System?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details: _____ _____			
Is the WHS Management System audited or reviewed on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of last audit and outcomes: _____ _____			
Is there a company WHS Organisation Chart? If Yes, please provide a copy of the chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Line Managers held accountable for WHS performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details: _____ _____			
Safe Work Practices and Procedures	Yes	No	N/A
Has the company prepared Safe Operating Procedures and/or Safe work Method Statements relevant to its operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, provide a summary listing of procedures or SWMS _____ _____			
Are Safe Operating Procedures or SWMS issued to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details: _____ _____			
Does the company have a system for Incident Reporting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do Incident Reports contain prevention recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a copy of a standard Incident Report form provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 6 COMPLETE AND RETURN THIS PART

Which company personnel are responsible for investigating Incidents?

Who is responsible for implementing remedial measures?

Permit to Work Systems	Yes	No	N/A
Does the Company operate a Permit to Work system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a copy of a standard Permit to Work provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures for storing and handling hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide details:

Work Health and Safety Training

Describe how Safety and Health Training is conducted in your company?

Provide a summary or example of Safety and Health Training courses provided for or undertaken by employees during the past 12 months.

Is a record maintained of all training and inductions programmes undertaken for employees in your company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
------------------------------------------------------------------------------------------------------------	--------------------------	--------------------------	--------------------------

If Yes, provide examples of Safety Training records:

Provide details of any company safety induction programmes for company employees and or subcontractors.

Part 6 COMPLETE AND RETURN THIS PART

Work Health and Safety Inspections	Yes	No	N/A
Are regular WHS Inspections at work sites undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details: _____			
Are standard workplace inspection checklists used to conduct WHS Inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who normally completes WHS Inspections? _____ _____			
How are WHS Inspection non-compliance reports dealt with? _____ _____ _____			
Is there a procedure by which employees can report hazards at workplaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How is rectification of hazards reports tracked and managed? _____ _____			
Work Health and Safety Consultation	Yes	No	N/A
Is there a WHS Committee?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details: _____			
Are there guidelines on procedures governing the WHS Committee operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details: _____ _____ _____			
Are there employee elected Health and Safety Representatives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details: _____ _____ _____			
Work Health and Safety Performance Monitoring	Yes	No	N/A
Is there a system for recording and analysing safety performance statistics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details: _____ _____ _____			
Is safety performance including analysis of safety performance statistics on the agenda of management meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 6 COMPLETE AND RETURN THIS PART

Please provide details: _____			

Has the company ever been convicted of a Work Health and Safety OR Occupational Safety and Health offence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details:			

Respondent’s Safety Record

Complete the following details and submit with your Quotation labelled as “**Respondent’s Safety Record**” alternatively provide a summary report that provides at least the same details.

Project	Date of Accident/ Notice	Accident or Infringement Notice	Reason	Time Lost

Part 7 COMPLETE AND RETURN THIS PART

7 Project Reference Sheet

Complete the following details and submit with your Quotation labelled as “Project Reference Sheet”.

Name of Project	Value (approx.)	Date Started	Date Completed	Client	Referees Name	Telephone Number

Part 8 COMPLETE AND RETURN THIS PART

8 Respondent's Resource Schedule

8.1 Respondent's Current Commitment Schedule

Project	Description	Value as Let	Date Started	Referees Name Telephone Number

8.2 Respondent's Human Resources Schedule

Staff name	Title	Time in Role	Availability in Project



15.8. 2023/24 Mid-Year Budget Review

Author	Manager Finance, Andrew Mattaboni
Authorising Officer	Director Community and Corporate, Samantha Chamberlain
Nature of the Decision	Legislative
Attachments	Nil
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Adopt the Mid-Year Budget Review for the financial year 2023-24.

Officer's Recommendation

That Council:

1. Adopts the budget review of actual financial performance compared to the 2023-24 Budget and anticipated end of year financial result.
2. Approves the following expenditure from municipal funds not included in 2023-24 annual budget:
 - a. Peppermint Grove Road Capital - \$20,000.
 - b. Norton Promenade Road Capital - \$30,000.
 - c. Hutton Road Capital - \$30,000.
 - d. Prowse Road Capital - \$10,000.
 - e. Bryce Road Capital - \$5,000.
 - f. West Road Drainage Capital - \$100,000.
 - g. Bussell Highway footpath feasibility study - \$50,000.
 - h. Capel Parklet Forrest Road - \$15,000.
 - i. Erle Scott Concrete Works Rectification - \$40,000.
 - j. Minnipup Beach Toilets Building Capital - \$15,000.
3. Adopts the following forecast budget amendments to the 2023-24 annual budget:

Operating Revenue	Rates	Increase provision	\$1,595.
Operating Revenue	Operating grants	Increase provision	\$100,410.
Operating Revenue	Fees and charges	Decrease provision	(\$137,694).
Operating Revenue	Interest Earnings	Increase provision	\$882,091.
Operating Revenue	Other Revenue	Decrease provision	(\$127,868).
Operating Expenditure	Employee Costs	Decrease provision	\$821,559.
Operating Expenditure	Materials & Contracts	Increase provision	(\$785,876).
Operating Expenditure	Utility charges	Decrease provision	\$102,586.
Operating Expenditure	Depreciation	Increase provision	(\$1,237,270).
Operating Expenditure	Finance costs	Decrease provision	\$27,783.



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Operating Expenditure	Insurance expenses	Decrease provision	\$59,308.
Operating Expenditure	Other Expenditure	Decrease provision	\$21,815.
Capital Revenue	Grants	Increase provision	\$400,055.
Capital Expenditure	Land and buildings	Increase provision	(\$213,754).
Capital Expenditure	Furniture	Increase provision	(\$8,114).
Capital Expenditure	Plant	Decrease provision	\$60,045.
Capital Expenditure	Infrastructure	Decrease provision	\$1,881,462.
Capital Revenue	Asset disposal	Decrease provision	(\$16,450).
Finance Revenue	New Borrowings	Decrease provision	(\$1,223,930).
Reserves	Transfer to	Increase provision	(\$165,753).
Reserves	Transfer from	Increase provision	(\$880,686).
Brought forward		Decrease provision	(\$148,989).
Carried Forward		Increase provision	\$649,595.

Background

The *Local Government (Financial Management) Regulations 1996* require local governments to conduct a budget review between 1 January and 28/29 February each year and to report the results of the review to Council.

After Council has made their determination, a copy is to be provided to the Department of Local Government, Sport, and Cultural Industries.

Previous Council Decisions

- 29 March 2023 - 2022/23 Mid-Year Budget Review – OC/2023/54.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance, and decision-making:

4.1 Effective and compliant governance.

4.2 Informed and transparent decision making.

Corporate Business Plan 2023-2027

FIN 1 - Statutory reporting of income and expenditures to the Council and regulatory authorities.

FIN 4 - Ensure financial systems remain compliant with all relevant legislation.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.



State Framework

Local Government (Financial Management) Regulations 1996. Regulation 33A.

33A Review of Budget

1. Between 1 January and 28/29 February in each financial year a local government is to carry out a review of its annual budget for that year.
2. The review of an annual budget for a financial year must –
 1. Consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 2. Consider the local government’s financial position as at the date of the review; and
 3. Review the outcomes for the end of that financial year that are forecast in the budget.
3. Within 30 days of a review of a local government's annual budget, it is to be submitted to the Council.
4. A Council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
5. Within 30 days after the Council has made a determination, a copy of the review and determination is to be provided to the Department.

* Absolute majority.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Budget Management - Capital Acquisitions and Works.
- Financial Reports.
- Preparation of Integrated Plan and Budget.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Low	Unlikely	Minor	The Council has the option to defer or seek alternative funding arrangements. Any changes to the adopted plan require the Council’s consideration under the Local Government Act and Regulations, which ensures that the impact on the Council can be managed at minimal risk.

Risk Description: If funding is not forthcoming.



Financial Implications

Budget

The Mid-Year Budget Review process analyses year to date financial performance and monitoring of actual expenditure, revenue, and overall results against budget targets. The review also identifies the forecast expenditure to the end of the financial year allowing adjustments to the budget set as required.

Long Term

Expenditure is covered in the current annual budget allocation or is identified as unbudgeted expenditure or over expenditure. Where unbudgeted or overbudgeted expenditure has occurred, forecast savings have been identified where possible to assist in offsetting these additional costs. This will therefore minimise any long-term financial implications.

Consultation/Engagement

External Consultation

There has been no external consultation.

Internal Consultation

The budget review was conducted with the assistance and input of finance staff, Directors and Managers who determined expenditure needs and revenue expectations for the remainder of the financial year based upon actual performance compared against budget.

A Mid-Year Budget Review Workshop was held with Councillors on 14 February 2024. Information detailed in this report was shared at the workshop.

Officer's Comment

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The Council adopted a plus or minus 10% for the reporting of variances of actual expenditure and revenue against budgeted expenditure and revenue in the monthly report of financial activity, which is the basis of reporting for the Mid-Year Budget Review.

The results of the Mid-Year Budget Review are also included in the format of the monthly financial statements for January 2024.

The format of the Mid-Year Budget Review report provided to the Council shows forward estimates for each nature and type program, which are included in the column 'Year end forecast'. This can be compared against the 'Original Budget' and 'Amended Budget' columns, with variance percentages highlighted in the 'Variances Budget to Actual YTD %' column.

Budget variances greater than 10% and account balances of particular interest (nature and type) have been highlighted and comments provided by the relevant Manager or Officer.



The 'Year end forecast' balances also include those items of unbudgeted expenditure, which are identified in the 'Officer's Recommendation' section, item 2 of this report.

To summarise some of the key financial variations:

- The below budget forecast for employee costs projects an underspend of \$821,559.00 and remains consistent with continued recruitment and resourcing challenges.
- The main increase in operating expenses (increase by \$1,237,270.00) relates to depreciation costs post asset revaluations, identifying the increase in the value of the Shire's asset base.
- The main increase in revenue is due to higher returns on investment interest rates and higher principal deposits invested for extended periods. Also, the Shire commenced cash transfers to the Western Australian Treasury Corp (WATC) overnight cash deposit facility accruing additional revenue on transferred balances.
- Forecast carry forward capital works costs equate to \$1,928,314.00 (data as at Jan 2024 and is subject to change.) Of this amount, an estimated \$1.2m will be transferred to financial reserves to fund those carried forward projects identified for completion in the 2024-25 Capital Works Schedules.

The remainder of this balance will be re-invested in the design and rescoping of specific projects deferred from the 2023-24 program of works and will be reintroduced into the capital schedules from 2024-25 onwards.

Through the 2024-25 draft budget process, Officers will continue to identify capital works required to be carried forward and included in the 2024-25 Program of Works Schedules. Surplus variances/underspends from the 2023-24 capital program, will be ringfenced and carried forward to offset the capital works programs for 2024-25 onwards.

Overall, the 2023-24 Mid-Year Budget Review process, currently forecasts an end of year surplus balance of \$649,595 which is above the annual budget figure set of \$0.00.

The current projected surplus is intended to be used for future capital work's design and construction and reallocated in the 2024-25 draft annual budget to fund the 2024-25 Program of Works Schedules and other future capital priorities.

Furthermore, through the drafting of the 2024-25 Annual Budget, there will be an emphasis on responsible financial planning for:

- Investment in financial reserves.
- Continued development and valuation of the Shire's entire asset portfolio.
- Reallocation of funds to secure 2024-25 and beyond capital priorities.

The Shire's forecasts for revenue and expenditure balances will be adjusted for changes and reported as part of the monthly financial reporting as we continue through the remainder of the financial year.

The continued adjustments to forecasts across the schedules will reflect changes in operations and will be used as a benchmark to support the 2024-25 Draft Annual Budget process.



Summary of Key Financial Results

Table 1.

	Budget	Forecast	Difference
Operating Revenue	22,542,723	23,261,257	718,534
Operating Expenses	(29,374,818)	(30,364,913)	(990,095)
Non-operating Grants, Subsidies and Contributions	5,534,997	5,935,052	400,095
Net Operating Result	(1,432,011)	(1,303,517)	128,494
Adjustments for Cash Budget Requirements:			
(Profit)/Loss on Asset Disposals	134,913	134,913	0
Capital Expenditure	(11,888,695)	(10,169,056)	1,719,639
Non-cash Infrastructure	(775,005)	(775,005)	0
Depreciation	5,036,184	6,273,454	(1,237,270)
Proceeds from disposal of assets	508,267	491,817	(16,450)
Repayment of Borrowings	(410,797)	(410,797)	0
Principal repayment of leases	(94,362)	(94,362)	0
Transfers (to)/from cash backed reserves	3,137,431	2,090,992	(1,046,439)
Add Surplus/(Deficit) July 1 B/Fwd.	4,560,145	4,411,156	(148,989)
Net Current Asset Position	0	649,595	649,595



Income and Expenditure Change Explanation

General Purpose Funding

Table 2.

	Original Budget \$	Forecast EOY \$	Change \$	Change %	Explanation	\$
Operating Revenue	(16,852,743)	(17,867,275)	(1,014,532)	6.02	General Purpose Grant	(76,743)
					Formula Local Road Grant	(38,761)
					Interest Earned - Municipal Funds	(328,000)
					Interest Earned - Reserve Funds	(569,994)
					Rates - Instalment Interest Received	(10,855)
Operating Expenditure	849,499	850,193	694	0.08		

Operating Revenue

- Financial Assistance Grant (FAG) allocation above estimate. The original budget was zero as the 2023/24 FAG's grant was received in 2022/23. The advance payment was based on an estimate by LGGC. The final grant calculation for 2023/24 was above the estimate and the adjusting balance will be paid this financial year.
- Interest rates and amounts invested higher than expected.
- Installment interest is tracking above budget.

Governance

Table 3.

	Original Budget \$	Forecast EOY \$	Change \$	Change %	Explanation	\$
Operating Revenue	(350)	(350)	0	0.00	N/A	
Operating Expenditure	1,610,463	1,497,255	(113,208)	(7.03)	Employee costs	(48,516)
					Members - Election Expenses	(36,000)
					Members - Training & Development	(15,000)

Operating Expenditure

- Delay in filing a position.
- Election expenses charged below the budgeted amount.
- Training tracking below estimates.



Law, Order, Public Safety

Table 4.

	Original Budget \$	Forecast EOY \$	Change \$	Change %	Explanation	\$
Operating Revenue	(935,947)	(773,577)	162,370	(17.35)	FIRE - Self Supporting Loan Interest Received	140,713
					OLOPS - Reimbursements	9,896
Capital Revenue	(1,136,525)	(2,360,455)	(1,223,930)	107.69	Loan funding replaced by grant	(1,223,930)
Operating Expenditure	2,179,036	2,212,318	33,282	1.53	Loan Interest Repayments	(32,067)
					Animal Pound Maintenance	36,464
Capital Expenditure	2,360,455	2,380,870	20,415	0.86		

Operating Revenue

- Reduced revenue due to self-supporting loan interest. Replacement of loan by project now being funded through a DFES grant.
- Forecast reimbursements are below budget.
- Additional capital revenue due to replacement of self-supporting loan by a DFES grant.

Operating Expenditure

- Operational expenditure reduced by loan interest as loan replaced by grant funding.
- Increased expenditure at pound due to maintenance costs. Costs may require capitalisation.

Health

Table 5.

	Original Budget \$	Forecast EOY \$	Change \$	Change %	Explanation	\$
Operating Revenue	(31,569)	(34,523)	(2,954)	9.36	Health Licenses	(2,954)
Operating Expenditure	684,155	651,925	(32,230)	(4.71)	Health Employee Costs (Salaries and Superannuation)	(48,309)

Operating Revenue

- Revenue for health licenses is above budget.



Operating Expenditure

- Salaries and superannuation under budget due to the timing of staff appointment.

Education and Welfare

Table 6.

	Original Budget \$	Forecast EOY \$	Change \$	Change %	Explanation	\$
Operating Revenue	(41,370)	(44,500)	(3,130)	7.57	WELFARE - Other Income	(7,805)
Operating Expenditure	403,824	415,816	11,992	2.97	WELFARE - Youth Services	3,280

Operating Revenue

- Increase in youth participation fees.

Operating Expenditure

- Increase in costs for Youth Program.

Community Amenities

Table 7.

	Original Budget \$	Forecast EOY \$	Change \$	Change %	Explanation	\$
Operating Revenue	(3,577,577)	(3,545,449)	32,128	(0.90)	Domestic Refuse Collection Charges	(45,084)
					Domestic Tipping Fees	53,977
					Planning Application Fees	26,200
Operating Expenditure	6,026,448	5,798,640	(227,808)	(3.78)	Waste Collection	(69,814)
					Waste Disposal	(37,595)
					General Tip Maintenance	183,810
					General tip Building Operations	(338,581)
					Town planning employee costs	(58,302)
					Planning consultant	72,595



Operating Revenue

- Above budget fees for refuse collection offset by below budget tipping fees.
- Planning fees are below budget.

Operating Expenditure

- Waste collection and disposal forecast to be below budget.
- General tip operations are below budget.
- Town Planning employee costs are below budget but offset by increased consultation costs.

Recreation & Culture

Table 8.

	Original Budget \$	Forecast EOY \$	Change \$	Change %	Explanation	\$
Operating Revenue	(268,801)	(255,393)	13,408	(4.99)	LIBRARY - Fees & Charges	11,968
					HERITAGE - Fees & Charges	1,440
Capital Revenue	(1,187,509)	(1,187,509)	0	0.00	N/A	0
	Budget \$	Forecast \$	Change \$	Change %	Explanation	\$
Operating Expenditure	8,470,875	7,964,338	(506,537)	(5.98)	HALLS - Town Halls and Public Building	144,190
					REC - Parks & Gardens Maintenance/Operations Salary and wages	(91,843)
					REC - Parks & Gardens Maintenance/Operations Service contracts	91,572
						(100,879)



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					REC - Parks & Gardens Maintenance/Operations Electricity and water	
					REC - Parks & Gardens Maintenance/Operations Insurance	(12,484)
					REC - Parks & Gardens Maintenance/Operations Labour overhead	(339,979)
					LIBRARY - Employee Costs	(140,076)
					OTH CUL - Employee Costs	(18,934)
					OTH CUL - Festival & Events	23,948
	Original Budget \$	Forecast EOY \$	Change \$	Change %	Explanation	\$
Capital Expenditure	2,605,881	2,907,460	301,579	11.57	REC - Infrastructure Parks & Gardens (Capital)	
					Replacement Fountain/Rehydration Station - Central Lakes Park	7,000
					Boyanup Memorial Park AFL Ground - LED floodlighting upgrade program	173,905
					Shade sails	(118,250)
					Playground Replacement	50,000



					Program-Wentworth POS Dalyellup	
					Whole of Shire POS - Parks Signage, Entry Statements	(20,000)
					Implementation of recommendations from reviewed Dalyellup Integrated Lake Water Management Strategy (Stage 1)	(50,000)
					Trails Master Plan- Ironstone Gully Falls Trail	10,535
					Capel parklet Forrest Road	15,000
					Erle Scott concrete works	40,000
					Toilets program	3,140
					Capel Regional Equestrian Park (CREP) Clubhouse Redevelopment	190,199

Operating Revenue

- Fees and charges are below budget for libraries and heritage.

Operating Expenditure

- The building maintenance budget is insufficient.
- Parks and gardens are tracking below budget. Allocations of costs via jobs to be checked. Salary and wages costs replaced by contracted labour. Electricity and water costs are below budget. Insurance premiums lower than expected.
- Reserve foreshore fencing maintenance expected to be higher. Costs may require capitalisation.
- Library salaries are below budget due to unfilled positions.

Capital Expenditure

- Shade sail underspend used for increased cost for playground replacement.
- Boyanup Memorial Park AFL ground floodlighting costs above budget with issuing of request for quotation. A separate Council agenda item is included in this month's OCM reports.
- Trails Master Plan above the budget expenditure and expected to be completed by year end.
- Capel Regional Equestrian Park clubhouse redevelopment costs above budget with completion expected just after financial year end.



Transport

Table 9.

	Original Budget \$	Forecast EOY \$	Change \$	Change %	Explanation	\$
Operating Revenue	(289,834)	(320,262)	(30,428)	10.50	ROADM - Direct Road Grant (MRWA)	(30,102)
Capital Revenue	(3,210,963)	(2,387,088)	823,875	(25.66)	ROADC - Regional Road Group Grants (MRWA)	825,875
Operating Expenditure	8,014,297	9,814,136	1,799,839	22.46	ROADM - Bridge Maintenance	(40,821)
					ROADM - Road Maintenance	530,527
					ROADM - Street Sweeping/Cleaning	64,771
					ROADM - Depreciation	1,183,102
Capital Expenditure	6,203,502	4,125,450	(2,078,052)	(33.50)	Road Infrastructure Under/Over Budget Estimate	
					Salter Road Boyanup 0.00-0.63 Design for: Rehabilitation (Bitumen)	(16,470)
					Murtin Road Dalyellup 0.00-0.54 Reseal (Asphalt) & Kerb Repairs	(327,750)
					Forrest Road Capel 0.06--013 Design for Rehabilitation (Bitumen)	(5,873)
					Peppermint Grove Road - Road Capital	20,000
					Norton Promenade - Road Capital	30,000
					Hutton Road (Capel) - Road Capital	30,000
					Prowse Road - Road Capital	10,000



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					Lakes Road Stratham 1.00- 1.43 Design for: Rehabilitation (Bitumen)	(12,690)
					Elgin Road Elgin 4.00-5.57 2nd Coat Seal (10mm)	(9,989)
					Mallokup Road Capel 1.08-1.91 Design for Rehabilitation (Bitumen)	2,842
					Bryce Road - Road Capital	5,000
					Gavins Road Capel 0.00-11.08 Design for: Reconstruct & Widen Formation to 6.2m Bitumen	(556,538)
					Boyanup Road West Boyanup 1.42-3.20 Reconstruction, drainage upgrade & line marking "Clearing Permit Required"	(955,860)
					Weld Road Capel River 7.50-10.50 Gravel Re- sheeting	(83,821)
					Weld Road Capel River 10.50-13.50 Gravel Re- sheeting (Inhouse)	1,064
					Queelup Road North Boyanup 1.45-3.08 Reseal (Bitumen)	(74,250)
					Roberts Road Stirling Estate 0.00-1.13 Rehabilitation (Bitumen)	61,495
					Carpark Infrastructure	
					Capel Infant Health Centre Carpark -	(9,825)



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					pavement repairs, reseal, kerb repairs	
					Access Road Capel Hard Courts off Spurr Street - unsealed pavement repairs, gravel overlay	(15,750)
					Access Road Capel Hard Courts off Berkshire Street - unsealed pavement repairs, gravel overlay	(18,600)
					Drainage Infrastructure	
					Skippings Road Boyanup Replace existing culvert and headwalls	(17,500)
					Gavins Road Elgin Replace existing culvert and headwalls	(30,000)
					Design recommendations from Gelorup Flood Modelling Report (TPS3)	(30,000)
					Capel Oval Reserve Remove typha and re-establish invert level of open drain/basins along western edge of reserve (Management Plan to be implemented due to contaminated site).	(18,000)
					Waddington Loop Drainage Reserve Capel Install sub soil bypass pipe around basin.	(37,500)
					Capel Oval Reserve Replace subsoil outlet pipe and redirect to basin in northwest	(49,500)



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					corner, provide subsoil through open drain adjacent to RV Stop Spot and backfill drain with clean fill (100m ³).	
					Southwestern Highway Boyanup Remove silt from blocked headwall H009/HW191 north of Eileen Crt intersection.	(4,500)
					Southwestern Highway Boyanup Remove silt from blocked headwall H009/HW191 north of Eileen Court intersection.	22,276
					West Road - Drainage Capital	100,000
					Paths	
					Southwestern Highway Meadowbrook Reinstatement Boyanup.	(5,400)
					Trigwell Road - Bridge Street to Southwest Highway Boyanup. Requires further discussion with MRWA.	(73,458)
					Sleaford Park Gelorup (Parking Path)	(10,650)
					Weld Road - Capel Drive to Payne Road Capel (various sections)	(12,130)
					Bussell Highway (Don Punch feasibility study for foot path)	50,000



Operating Revenue

- Direct Road Grant received is above budget.

Capital Revenue

- Regional Road Group grant funds reduced as projects attached to these funds are not proceeding until FY2024-25 and beyond. These grant funds will be reallocated to the Shire once the project is re-scheduled for completion.

Operating Expenditure

- Road maintenance allocations are above budget. Overhead allocations to jobs to be checked.
- Depreciation expenses are higher than budgeted as revaluation of infrastructure assets in 2022-23 resulted in higher than expected values.

Capital Expenditure

- Project deferral, rescope and additional design work of road, path, and drainage infrastructure required on some capital projects.

Economic Services

Table 10.

	Original Budget \$	Forecast EOY \$	Change \$	Change %	Explanation	\$
Operating Revenue	(418,906)	(299,262)	119,644	(28.56)	BUILD - Fees & Charges (Licenses)	8,991
					OTH ECON - Other Fees & Charges	61,310
					OTH ECON - Other Income	44,710
Operating Expenditure	999,105	978,357	(20,748)	(2.08)	TOUR - Public Relations & Area Promotion	(20,000)

Operating Revenue

- Below budget for fees and charges.

Operating Expenditure

- Reduction in expenditure due to several projects yet to be started.



Other Property and Services

Table 11.

	Original Budget \$	Forecast EOY \$	Change \$	Change %	Explanation	\$
Operating Revenue	(203,533)	(198,573)	4,960	(2.44)	PWO - Other Income	2,947
Capital Revenue	(508,267)	(491,817)	16,450	(3.24)	Proceeds from sale of plant and equipment	
Operating Expenditure	349,936	394,755	44,819	12.81	ADMIN - Employee Costs	135,260
					ADMIN - Information Technology	(135,000)
					PWO - Employee Costs	(332,878)
					POC - Fuels and Oils	54,393
					POC - External Parts & Repairs	264,361
					POC - Depreciation	54,169
Capital Expenditure	1,934,154	1,883,769	(50,385)	(2.61)	Plant and Equipment Replacement Program	

Operating Revenue

- Other income is below budget due to lower supervision fees.

Capital Revenue

- The Plant and Equipment Replacement Program only slightly below budget. The full program is expected to be delivered for 2023-24.

Operating Expenditure

- The Information Technology budget sees a transfer in operating costs from contractual works to fund a fixed term, backfill position linked to the Enterprise Resourcing Platform (ERP) project.
- Public works employee costs are below budget due to staff vacancies.
- Fuel expenses are above budget.
- External parts and repairs costs are higher than budget due to the change in allocation of pump repair costs.



Transfer to and from Reserves

Table 12.

Reserve	Net Transfer (to)/from			Explanation
	Budget	Forecast Transfer (to)/from	Change	
	\$	\$	\$	
Leave Reserve	(28,143)	(28,143)	0	
Specified Area Rate Dalyellup Reserve	155,511	(161,724)	(317,235)	Increase in net transfer to reserve due to reduction in forecast expenditure.
Waste Management Reserve	655,220	402,865	(252,355)	Increase in net transfer from reserve due to a decrease in fees charged for annual service.
Plant Reserve	510,775	292,927	(217,848)	Increase in forecast depreciation has reduced the net transfer from the plant reserve. Plant capital program is as per expected budget.
Infrastructure Asset Reserve	175,349	(87,128)	(262,477)	Decrease in transfer from reserve due to the reduced capital expenditure associated with infrastructure assets.
Building Reserve	220,886	192,652	(28,234)	Decrease in net transfer due to forecast asset purchase cost decreasing.
Furniture and Equipment Reserve	161,537	161,537	0	
Dalyellup Community Facilities Reserve	0	0	0	
Dalyellup Infrastructure (Millennium) Reserve	0	0	0	
Property Value Revaluations Reserve	109,829	109,829	0	
Mosquito Management Reserve	(1,566)	(1,566)	0	
Climate Change, Adaption and Sustainability	(25,000)	(25,000)	0	
Capel Community Facilities Reserve	0	0	0	
Carried Over Projects Reserve	1,232,198	1,232,198	(0)	
Town Planning Scheme No 3 Reserve	29,000	(1,000)	(30,000)	Decrease in net transfer from reserve due to the reduced capital expenditure associated with infrastructure assets.
Infrastructure Development Reserve	(100,648)	(38,938)	61,710	Decrease in transfer to due to reduced contribution income.
Strategic Initiatives Reserve	128,874	128,874	(0)	
Contaminated Sites Reserve	(86,391)	(86,391)	0	



Balance transfer (to) from	3,137,431	2,090,992	(1,046,439)	
Transfer from	5,287,662	4,406,976		
Transfer (to)	(2,150,231)	(2,315,984)		
Balance transfer (to) from	3,137,431	2,090,992	(1,046,439)	

The 2023-24 Annual Budget planned for a net transfer from reserves of \$3,137,431.00, reducing the year-end total reserve balance. The current forecast expects a reduction in the year-end total reserves balance but at a reduced amount of \$2,090,992.00, which is due to the deferral of some capital works.

Summary

As we continue through the remaining financial year, the Shire's forecasts for revenue and expenditure balances will be adjusted for any changes and reported as part of the monthly financial reporting.

The continued adjustments to forecasts across the schedules will reflect changes in operations and will be used as a benchmark to support the 2024-25 Draft Annual Budget process, with the projected surplus variance reinvested to fund 2024-25 and future capital priorities.

Voting Requirements

Absolute Majority.

Officer's Recommendation – 15.8.

That Council:

1. **Adopt the budget review of actual financial performance compared to the 2023-24 Budget and anticipated end of year financial result.**
2. **Approves the following expenditure from municipal funds not included in 2023-24 annual budget:**
 - a. **Peppermint Grove Road Capital - \$20,000.**
 - b. **Norton Promenade Road Capital - \$30,000.**
 - c. **Hutton Road Capital - \$30,000.**
 - d. **Prowse Road Capital - \$10,000.**
 - e. **Bryce Road Capital - \$5,000.**
 - f. **West Road Drainage Capital - \$100,000.**
 - g. **Bussell Highway footpath feasibility study - \$50,000.**
 - h. **Capel Parklet Forrest Road - \$15,000.**
 - i. **Erle Scott Concrete Works Rectification - \$40,000.**
 - j. **Minninup Beach Toilets Building Capital - \$15,000.**



3. Adopts the following forecast budget amendments to the 2023-24 annual budget:

Operating Revenue	Rates	Increase provision	\$1,595.
Operating Revenue	Operating grants	Increase provision	\$100,410.
Operating Revenue	Fees and charges	Decrease provision	(\$137,694).
Operating Revenue	Interest Earnings	Increase provision	\$882,091.
Operating Revenue	Other Revenue	Decrease provision	(\$127,868).
Operating Expenditure	Employee Costs	Decrease provision	\$821,559.
Operating Expenditure	Materials & Contracts	Increase provision	(\$785,876).
Operating Expenditure	Utility charges	Decrease provision	\$102,586.
Operating Expenditure	Depreciation	Increase provision	(\$1,237,270).
Operating Expenditure	Finance costs	Decrease provision	\$27,783.
Operating Expenditure	Insurance expenses	Decrease provision	\$59,308.
Operating Expenditure	Other Expenditure	Decrease provision	\$21,815.
Capital Revenue	Grants	Increase provision	\$400,055.
Capital Expenditure	Land and buildings	Increase provision	(\$213,754).
Capital Expenditure	Furniture	Increase provision	(\$8,114).
Capital Expenditure	Plant	Decrease provision	\$60,045.
Capital Expenditure	Infrastructure	Decrease provision	\$1,881,462.
Capital Revenue	Asset disposal	Decrease provision	(\$16,450).
Finance Revenue	New Borrowings	Decrease provision	(\$1,223,930).
Reserves	Transfer to	Increase provision	(\$165,753).
Reserves	Transfer from	Increase provision	(\$880,686).
Brought forward		Decrease provision	(\$148,989).
Carried Forward		Increase provision	\$649,595.



16. New Business of an Urgent Nature

The two following items will be provided late to the Council for New Business of an Urgent Nature:

1. Saleyard Roof Covering - Lot 202 and 203 (No. 31) Salter Road, Boyanup
2. Boyanup Saleyards - Interim Wastewater Infrastructure - Lots 202 and 203 (No. 31), and Lot 146 (No. 22) Salter Road, Boyanup

17. Public Question Time

18. Motions Without Notice (Absolute Majority by Council)

19. Notices of Motion for Consideration at the Next Ordinary Meeting of the Council

20. Items for Consideration Behind Closed Doors

21. Meeting Closure