SHIRE of CAPEL

Ordinary Council Meeting Minutes

Wednesday, 31 July 2024

GORDON MACMILE
CHIEF EXECUTIVE OFFICER

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.

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1. Declaration of Opening/Announcement of Visitors

The Presiding Member opened the meeting at 6.01pm and made the following Acknowledgement of Country and statement:

'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)

PRESENT:

	Councillor - Shire President	D Kitchen
	Councillor	A Dillon
	Councillor	J Fergusson
	Councillor	P McCleery
	Councillor	R Mogg
	Councillor	K Noonan
	Councillor	T Sharp
	Councillor	C Terrantroy
	Chief Executive Officer	G MacMile
	A/Director Infrastructure and Development	S Chamberlain
	A/Director Community and Corporate	S Tucker
	Governance Support Officer	B Facey
	Governance Officer	A Lorrimar
	Manager Finance	A Mattaboni

LEAVE OF ABSENCE: Nil

APOLOGIES:

	Councillor	S Schiano

MEMBERS OF PUBLIC - Gallery: 4

3. Response to Previous Public Questions Taken on Notice

B Horsfall– Boyanup

1. Has the Shire detected any non-compliance issues of EILs in the last 12 months?

   This question was responded to by the Shire President at the 26 June 2024 Ordinary Meeting of Council as reflected in the Minutes.

2. Can that be made public?

   Response:

   The details of the prosecution remain confidential. The outcome was successful for the Shire, with a fine paid and there has been a noticeable improvement to the compliance and ongoing relationship with compliance officers and the EIL operator.

B Hastie – Stratham

1. Has the council considered implementing a phased approach to the rate increase, similar to the one proposed, by me to mitigate the impact on ratepayers?

   This question was responded to by the Shire President at the 26 June 2024 Ordinary Meeting of Council as reflected in the Minutes.

2. How would a phased rate increase align with the council's long-term financial objectives and budgetary requirements?

   Response:

   Council considers a variety of factors when setting the Annual Budget and Rating Strategy. The Shire projects costs through our Long-term Financial Plan and models a variety of scenarios (including multi-year ones) using the WA Treasury Corporation Financial Sustainability Modelling tool.

3. What measures would be put in place to ensure transparency and effective communication with ratepayers regarding the rationale behind the split increase and its benefits?

   This question was responded to by the Shire President at the 26 June 2024 Ordinary Meeting of Council as reflected in the Minutes.

4. Would the council engage with ratepayers through public forums or information sessions to gather feedback and address any concerns regarding my proposed phased rate increase?

   This question was responded to by the Shire President at the 26 June 2024 Ordinary Meeting of Council as reflected in the Minutes.

5. Are there any potential challenges or risks associated with implementing a phased approach to the rate increase, and if so, how does the council plan to mitigate them?

   Response:

   A phased approach to revenue generation was not supported for FY2024/25 given this strategy did not raise sufficient revenue to balance the draft budget and to continue savings for the delivery of strategic initiatives for the community into the future.

6. How does the proposed phased approach compare with other strategies considered by the council for managing the rate increase?

   Response:

   Please refer to the answer provided in question 5.

7. Would the council conduct any financial modelling or projections to assess the impact of my proposed phased approach on its revenue and budgetary forecasts?

   This question was responded to by the Shire President at the 26 June 2024 Ordinary Meeting of Council as reflected in the Minutes.

8. What mechanisms will be in place to monitor the effectiveness of the phased rate increase and make adjustments if necessary?

   This question was responded to by the Shire President at the 26 June 2024 Ordinary Meeting of Council as reflected in the Minutes.

9. Are there any legal or regulatory considerations that need to be taken into account when implementing a phased approach to the rate increase, and if so, how does the council plan to address them?

   Response:

   A decision would need to be in accordance with relevant legislation and regulation, as well rating principle guidance provided by the State Government.

Property Valuation and Rates Calculation:

10. How does the Shire ensure the accuracy and fairness of the property valuations provided by Landgate?

    This question was responded to by the Shire President at the 26 June 2024 Ordinary Meeting of Council as reflected in the Minutes.

11. Can the Council provide more details on how the differential rates are determined for each zone group?

    This question was responded to by the Shire President at the 26 June 2024 Ordinary Meeting of Council as reflected in the Minutes.

Rate Increases and Financial Burden:

12. Given the significant increases in property valuations, what measures are in place to mitigate the financial burden on ratepayers, especially in residential zones?

    This question was responded to by the Shire President at the 26 June 2024 Ordinary Meeting of Council as reflected in the Minutes.

13. How does the Council plan to address the impact of these increases on low-income households?

    This question was responded to by the Shire President at the 26 June 2024 Ordinary Meeting of Council as reflected in the Minutes.

Budget and Financial Planning:

14. Can the Council elaborate on the specific projects and initiatives funded by the proposed 2024/25 Draft Annual Budget?

    This question was responded to by the Shire President at the 26 June 2024 Ordinary Meeting of Council as reflected in the Minutes.

15. How does the Council prioritise projects within the Capital Works Program, and what criteria are used to determine their urgency and importance?

    This question was responded to by the Shire President at the 26 June 2024 Ordinary Meeting of Council as reflected in the Minutes.

Emergency Services Levy (ESL):

16. Could you provide a detailed breakdown of how the ESL contributions are utilised within the Shire?

    Response:

    The ESL levy that the Shire raises via the Rates is levied on behalf of the State Government's Department of Fire & Emergency Services (DFES). The entire levy that the Shire raises is forwarded to DFES, who determines the utilisation of funds. For example, the levy is used to fund firefighters and emergency service volunteers' response to incidents for severe weather, fire response, marine rescue and road crash rescue as well as funding fire and emergency vehicles and aerial fleet, life-saving equipment and emergency services facilities.

17. What steps are being taken to ensure transparency and accountability in the allocation and use of ESL funds?

    Response:

    Funds are allocated to and used by the Department of Fire & Emergency Services. The Shire does provide submission on funding requirements, however as stated this is at DFES discretion.

Public Submissions and Community Engagement:

18. How does the Council plan to incorporate public feedback on the proposed differential rates before finalising the budget?

    Response:

    Shire Officers will collate the feedback and all submissions into a schedule that is an attached to the final budget and rates report to be considered at the July 2024 OCM. This information is publicly available.

    Shire Officers may recommend changes to the draft budget following and taking into consideration the submissions made or Council may propose their own changes during deliberation on the item.

19. What are the main channels through which residents can submit their feedback or objections regarding the rate assessment?

    Response:

    By making a submission to info@capel.wa.gov.au during the public advertising period. The submission period closed on 10 July 2024.

Strategic Planning and Long-Term Goals:

20. How does the Shire's 2024-2028 Workforce Plan align with the strategic community plan and the current financial planning?

    Response:

    Please refer to the Shire's endorsed 2024 – 2028 Workforce Plan available for review on the Shire's website.

    The plan is developed taking into consideration the needs of the community derived from the Strategic Community Plan and community perceptions survey, and recommends the organisational needs of the Local Government to deliver.

    The recent FieldForce4 review and Workforce Plan shows we have 3.5FTE per 1000 (or 40FTE total gap) people less than the SW average. This impacts on our ability to deliver services and projects.

21. What are the key milestones and expected outcomes of the Waste Strategy 2024-2034?

    Response:

    The Shire's 2024 – 2034 Waste Strategy was adopted by Council in April 2024 and is available on the Shire's website.

    Following this, Officers are developing an action plan identifying those recommendations in the strategy to be included for further development and implementation with key milestone information also included.

    Already this has seen us change the dates of our Green and Hard Waste collection to align with community feedback on timing.

Impact of Land Development and Zoning Changes:

22. How does the Council plan to address the infrastructure and service needs resulting from new land developments and zoning changes?

    Response:

    Capital works associated with new land development can often be predominantly funded by the developer and can include conditions of subdivision approval which require the developer to adequate service such estates. Developers are required to maintain these assets for a preliminary period.

    Eventually these assets are inherited by the Shire, who then budget for and maintain as required. For example, the Shire is becoming responsible for $4.5m in new roads infrastructure because of the BORR project, and on average, inherit $1m per annum of new POS infrastructure in Dalyellup.

23. What are the long-term plans for managing the growth of the community while maintaining the Shire's unique characteristics?

    Response:

    Following the adoption of the Shire's Place Plan 2023 to 2027, individual Townsite strategies and place development plans will be prepared across the district, to guide decision making linked to growth factors ensuring the town site characteristics are considered, maintained and enhanced.

    The Shire has recently received Federal Government funding to undertake this work, which will commence in October 2024 with a community engagement process.

    The Shire also discusses matters with developers regularly to keep a good understanding of future growth areas and challenges.

24. Regarding the preparation of the annual budget, how does the Council ensure that it aligns with the plan for the future of the district, as mandated by Section 6.2 of the Local Government Act 1995?

    Response:

    The Shire's Integrated Planning and Reporting Framework, which includes the Plan for the Future and Corporate Business Plan is reviewed annually in line with the development of the Shire's Annual Budget and endorsed by the Council post the annual budget adoption process.

25. Can the Council provide details of any discounts, incentives, concessions, waivers, or write-offs proposed in the annual budget, as required by Regulation 26 of the Local Government (Financial Management) Regulations 1996?

    Response:

    The Shire maintains registers relating write off and waivers and is mainly managed under delegation. Where a delegation does not exist, these requests are presented to Council for consideration.

26. How does the Council determine the amount of fees and charges imposed for its services and goods, considering factors such as cost, community importance, and market rates, as outlined in Section 6.17 of the Local Government Act 1995?

    Response:

    The Shire's Fees and Charges Schedule is reviewed annually through the draft annual budget process by all departments across the organisation.

    Fees that are controlled by legislation are updated if required by the relevant authorities. Other fees and charges are reviewed for cost recovery efficiencies and in most cases, the Shire is unable to cost recover in several charge areas.

    Overall and if warranted, a percentage increase is applied to charges which are not controlled by legislation to increase in line with the Local Government Cost Index. The 2024/25 Draft Annual Budget report details the recent changes made to the Fees and Charges Schedule.

27. Could the Council explain its process for notifying the public of any proposed fees and charges after the adoption of the annual budget, as required by Section 6.19 of the Local Government Act 1995?

    Response:

    The proposed Fees and Charges Schedule is included in the attachments to the Draft and Final Annual Budget Reports and available to the community to review. Once the Schedule has been adopted by Council, the Schedule is included in the Shire's Annual Budget Booklet, which is available on the Shire's website.

28. With regard to differential general rates, what criteria does the Council use to determine differential rates, and how does it ensure compliance with the prescribed characteristics outlined in Regulation 52A of the Local Government (Financial Management) Regulations 1996?

Response:

The Council determines the differential rates in conjunction with the criteria detailed in Regulation 6.33 Differential General Rates, Local Government Act 1995.

29. Can the Council clarify how it manages the minimum payment on rateable land, including any exemptions or variations allowed, in accordance with Section 6.35 of the Local Government Act 1995?

Response:

The Council has endorsed a minimum rate across all rate zones, ensuring residents with lower property values sufficiently contribute to the Shire's total rate burden. For the FY2024/25 Rating Strategy, the application of the minimum rate is compliant and does not require Ministerial approvals.

30. How does the Council notify the public before imposing any differential general rates or minimum payments, as mandated by Section 6.36 of the Local Government Act 1995?

Response:

Publicly advertises the 'Notice of Intention to Levy Differential Rates' for a minimum of 21 days (first day of advertising not included in the 21 days) and must be available in three ways including local / national newspaper articles, the Shire's website, social media, notice boards and the like.

31. Regarding concessions on rates and service charges, could the Council elaborate on its process for granting waivers or other concessions, as permitted by Section 6.47 of the Local Government Act 1995?

Response:

Requests are included in the final Annual Budget Report to Council and detailed within the Officer's Recommendations.

32. Can the Council provide insights into how it integrates financial planning with broader strategic plans, such as the strategic community plan and corporate business plan, to ensure alignment of financial goals with community aspirations (Section 5.56) of the Local Government Act 1995?

Response:

The Shire maintains an Integrated Planning and Reporting Framework which aligns the Shire's planning through the Strategic Community Plan, Corporate Business Plan, Plan for the Future, Long Term Financial Plan, Asset Management Strategy, Workforce Plan and Annual Budget report. All documents are internally reviewed on an annual basis.

33. How does the Council plan to mitigate financial risks identified, such as late adoption of the annual budget leading to cash flow difficulties and procurement delays, as outlined in the Risk Implications section of the agenda?

    Response:

    Council begins its formal path toward budget adoption in the early new year, however Council is constantly briefed on matters arising and affecting the budget through mediums such as the Financial Statements included in every Ordinary Council Meeting Agenda. Council have sufficient information related to rating and budgetary matters for a decision to be reached at the July 2024 OCM.

Budget Deficit Management:

34. How does the council plan to address the minor deficit balance of $4,650 projected in the Draft Annual Budget for 2024/25?

    Response:

    The planned deficit is minor, and the risk is very low. Monthly financial statements presented to Council will monitor the ongoing impact of the deficit balance.

35. Are there specific strategies in place to ensure that the deficit remains within the allowable limit of 10.00% of rate revenue?

    Response:

    Monthly financial monitoring measuring the Shire's financial performance will identify if the deficit exceeds the 10% threshold as adopted by the Council. This key indicator is also included in the Chief Executive Officers performance agreement.

Long-Term Financial Planning:

36. Can the council provide insights into how the adoption of the 2024/25 Draft Annual Budget aligns with the objectives outlined in the Corporate Business Plan for the next four years?

    Response:

    The Draft Annual Budget and Final Annual Budget are aligned to the financing requirements to successfully implement the projects / initiatives detailed in the Corporate Business Plan, which is reviewed and updated annually.

37. How does the council plan to address any potential future financing needs identified through the Long-Term Financial Plan (LTFP)?

    Response:

    Projects requiring financing within the LTFP can be funded through municipal funds, grants or borrowings or a blend of all three dependant on the nature, scale and funding eligibility of the project.

Sustainability Implications:

38. Could the council elaborate on the projects included in the Draft Annual Budget that aim to have a positive impact on the local community's sustainability?

    Response:

    The 2024/25 Draft Annual Budget includes several projects that will have a positive impact across our local community.

    Many of the projects proposed in the Draft Annual Budget will provide a direct benefit for the community through:

    - Asset/infrastructure maintenance and renewal programs.
    - Job creation and retention opportunities.
    - Community inclusion and development initiatives.
    - Improvements and additions to amenities and recreational areas.
    - Improvement and additions to community services.

39. How does the council ensure that sustainability considerations are integrated into decision-making processes beyond the financial aspect?

    Response:

    The report template used to present items to Council for consideration includes the Officers review of sustainable and environmental factors relating to the item being presented for consideration.

Consultation and Engagement:

40. Can the council provide an overview of the consultation and stakeholder engagement process undertaken during the formulation of the annual budget?

    Response:

    Please refer to the 2024/25 Draft Annual Budget Report (Shire website – 12 June Special Council Meeting agenda). In particular, the 'Consultation' section of the report which details the process Council undertook.

41. How does the council plan to incorporate feedback received from stakeholders, including community members and councillors, into the final budget adoption process?

    Response:

    All submissions received from residents regarding the 2024/25 Draft Annual Budget is presented to the Council as an attachment with the final 2024/25 Annual Budget Report.

Staffing and Employment Costs:

42. What factors influenced the decision to increase direct and indirect employee costs by $2,131,700.00 for the 2024/25 financial year?

    Response:

    This detail is included in the Shire's 2024 – 2028 Workforce Plan which is available on the website for review.

    As mentioned in question 20, the recent FieldForce4 review and Workforce Plan shows we have 3.5FTE per 1000 (or 40FTE total gap) people less than the SW average. This impacts on our ability to deliver services and projects, so we plan to increase our FTE by 13 this financial year.

43. How does the council ensure that the additional 13.00 full-time equivalent (FTE) positions align with organisational priorities and service level requirements?

    Response:

    Please refer to the response in question 42.

Capital Works Program:

44. Can the council provide details on how the $18,346,695.00 allocated for the Capital Works Program will be distributed across different asset categories?

    Response:

    Please refer to page 25 of the 2024/25 Draft Annual Budget Report which details this information. The increase in cost in this area is mostly attributed to the construction of the Dalyellup Multipurpose Community and Youth Centre and the completion of the Capel Regional Equestrian Park Clubroom and Ablutions.

    - Roads - $4.5M
    - Civil Works - $1M
    - Office and Other Equipment - $475k
    - Plant - $2.5M
    - Land and Buildings - $9.6M

45. How does the council prioritise capital projects to ensure alignment with community needs and strategic objectives?

    Response:

    Through the Draft Annual Budget and Rating Strategy process, Capital Works Program Schedules for all asset classes are presented to the Council for review, with subsequent reports taken to Council for endorsement of the schedules to be included in the Draft Annual Budget.

    Within the individual Officers reports, there is a requirement to identify how these works will align with the Shire's Strategic Community Plan, Asset Management Plan and Long-term Financial Plan.

Loan Repayments and Financial Reserves:

46. Could the council provide insights into the six outstanding loans and how the projected loan principal repayment of $3,787,095.00 for 2024/25 will be managed?

    Response:

    The *Local Government Act 1995 S6.2 and Local Government (Financial Management) Regulations 1996* applies to Council borrowing funds. Borrowings are secured by Council general funds. The borrowings are usually through Western Australian Treasury Corporation.

    Council agrees to the fixed interest rate and loan repayment schedule when the funds are borrowed. Borrowing interest rates are between 3.84% and 7.17%. The schedule has current borrowings being repaid by 2037/38. The Shire of Capel Long Term Financial Plan incorporates the management of borrowings according to direction from Borrowing Management policy.

47. How does the council determine the appropriate utilisation of financial reserves to support ongoing operations and mitigate financial risks?

    Response:

    The *Local Government Act 1995* S6.11and *Local Government (Financial Management) Regulations 1996* applies to Council reserve accounts. Council direction is provided by the Financial Reserves Policy.

    The policy directs referencing the Corporate Business Plan, Strategic Community Plan and Long Term Financial Plan for management of reserves. The Long Term Financial Plan incorporates reserve movements and addresses risk management for all components of the plan.

Annual Rating Strategy:

48. Can the council elaborate on the rationale behind the proposed changes to the differential rate structure for 2024/25, particularly considering the significant property revaluation impact?

    Response:

    Please refer to the 2024/25 Draft Annual Budget Report (Shire website – 12 June Special Council Meeting agenda). In particular, the 'Background' section of the report which details the rating structure rationale for FY2024/25.

49. How does the council ensure fairness and equity in the rating structure while balancing the financial requirements of the Shire?

    Response:

    Council considers a variety of factors when setting the Annual Budget and Rating Strategy. The Shire projects costs through our Long-term Financial Plan and models a variety of scenarios (including multi-year ones), which fairly distributes the total rate burden across all rate zones using the WA Treasury Corporation Financial Sustainability Modelling tool.

    Council's draft budget decision is then advertised for consultation with the public. Council then reviews the submissions as part final Budget adoption deliberations.

Transparency and Justification:

50. Can the Council provide a breakdown of the costs associated with specific services, particularly those that have seen significant changes in fees compared to previous years?

    Response:

    In recent years, the most significant increase in fees and charges has been in the Shire's waste services, given the contract was renewed after 7 years with the former waste agreement. The 2023/24 Final Annual Budget Report details this information and is available for review on the Shire's website.

    Basic raw materials such as gravel and basalt have seen increases beyond 60% over the past few years. Council is also becoming responsible for new assets, such as the service roads constructed as part of the BORR as mentioned in question 22.

51. How does the Council ensure that the fees charged for various services are fair and transparent to the residents?

    Response:

    All Council Fees and Charges are detailed in the Shire's Fees and Charges Schedule which is available on the Shire's website once they have been adopted by Council.

Impact on Residents:

52. How does the Council assess the potential impact of fee changes on residents, particularly those with limited financial means?

    Response:

    The Shire's Fees and Charges Schedule is reviewed annually through the draft annual budget process by all departments across the organisation.

    Fees that are controlled by legislation are updated if required by the relevant authorities. Other fees and charges are reviewed for cost recovery efficiencies and in most cases, the Shire is unable to fully cost recover in several charge areas.

Overall and if warranted, a percentage increase is applied to charges which are not controlled by legislation to increase in line with the Local Government Cost Index. The 2024/25 Draft Annual Budget report details the recent changes made to the Fees and Charges Schedule.

53. Are there any provisions in place to assist residents who may struggle to afford certain services due to fee increases?

Response:

Council does include certain concessions for eligible residents in its fees and charges.

The Council also has provision within the Shire's Financial Hardship Policy to offer assistance to residents in financial difficulty in meeting the costs incurred through the imposition of a fee or charge for services rendered.

Comparative Analysis:

54. Has the Council conducted any comparative analysis with neighbouring municipalities or similar regions to ensure that its fees are in line with industry standards?

Response:

Officers incorporate this activity when annually reviewing each department's proposed fees and charges that are then referred to Council for adoption.

55. Are there any plans to review fees periodically to ensure they remain competitive and fair?

Response:

The Fees and Charges Schedule is reviewed annually during the development of the Shire's Annual Budget.

There is also the option to amend these as part of the mid-year budget review.

Community Engagement:

56. How does the Council involve the community in the decision-making process regarding fee changes?

Response:

If there is a mid-year amendment required to a fee detailed in the adopted Fees and Charges Schedule, the schedule must be presented to the Council with the fee changes identified for consideration. Through this process, the community can make comment.

57. Are there mechanisms in place for residents to provide feedback or raise concerns about specific fees?

    Response:

    The Fees and Charges Schedule is presented as an attachment to the Draft Annual Budget and Final Annual Budget Reports. Residents can review the information contained in the schedule once the agenda has been released for public review and make comment or submit questions in the lead up to the OCM.

Service Quality and Efficiency:

58. How does the Council ensure that the quality of services provided justifies the fees charged?

    Response:

    Quality control of service delivery outputs is managed internally through a performance based approach with staff.

59. Are there measures in place to improve the efficiency of service delivery to potentially mitigate the need for fee increases?

    Response:

    This is managed through the above internal mechanism and regular reviews of service delivery models vs workflow efficiencies.

    However, some efficiencies also require a capital outlay, such as the Enterprise Resourcing Program (ERP) which is recommended budget inclusion. This project will renew the Shire's current ERP first purchased in the 1980's with a modern platform to better improve customer services, task logging, accounts management, etc.

Revenue Allocation:

60. Can the Council provide details on how the revenue generated from fees and charges is allocated and utilised?

    Response:

    The income derived from Fees and Charges is accounted as an operating income transaction for each area to offset the cost of conducting these services to the community.

61. Are there any specific areas or initiatives that benefit directly from the revenue generated by certain fees?

    Response:

    The Shire's Waste Services Charges would be a good example of direct benefit received through the imposition of this charge, amongst others as detailed in the Fees and Charges Schedule.

Long-Term Financial Planning:

62. How does the Council incorporate fee changes into its long-term financial planning (LTFP) and budgeting processes?

    Response:

    Fees and Charges are included in the LTFP and Annual Budget as an annual operating revenue item, with annual inflationary factors considered such as Local Government Cost Index (LGCI) percentage trends, the on or off boarding of specific council services, significant variances to service costs due to changes in legislation or contracted services and the like.

63. Are there any strategies in place to minimise the need for significant fee adjustments in the future?

    Response:

    Please to answer to question 59.

Accessibility and Affordability:

64. Are there any considerations given to ensuring that essential services remain accessible and affordable to all residents, regardless of income level?
    Response:

    Monitoring of the Fees and Charges to date would suggest that a significant proportion of Shire services are not cost recoverable through the fees and charges imposed. Servicing community needs are a priority in his instance, such as the cost of hiring halls being significantly less than the cost of operating and maintaining them.

65. How does the Council balance the need to generate revenue with ensuring that essential services are not cost-prohibitive for vulnerable populations?

    Response:

    Council sets the fees and charges following advertising and consultation with the public. Feedback received throughout the year is also taken into consideration. Most services provided are subsidised through general revenue (rate revenue) to ensure fair access to some services, such as community facilities.

66. Could you please clarify the process for obtaining permits for alcohol consumption or sales at events held on Shire grounds?

Response:

There are two separate processes:

1. Alcohol Consumption application (Shire of Capel approval).

Precis: This is purely a permit provided by the Shire of Capel to consume liquor at a Shire/Council facility. The key parameters of this application/permit process are as follows:

a) Applicants must be 18 years of age or over.
b) This application is a request for permission to consume liquor at a Council Facility, Reserve, or Park only. Under no circumstances does it give the hirer authorisation to sell liquor directly or indirectly or charge an entry fee to the function.
Alcohol Consumption Applications should be submitted at the same time as your Facility Hire Application.
c) If approved, this application form will be returned to the applicant and must be readily available for inspection at the facility on the date(s) of the scheduled booking.
d) Applications for the consumption of alcohol may be refused, and a permit may be revoked at any time

2. Liquor Licence Application (Department of Racing, Gaming and Liquor approval).

Precis: A Liquor License may be needed to sell, supply, or serve alcohol in compliance with the Liquor Control Act 1988. The Licence can be obtained from the Department of Racing, Gaming and Liquor (DRGL) and a copy must be provided to the Shire. Visit www.rgl.wa.gov.au for more information.

67. Regarding the shared kitchen facilities, what is the procedure for requesting a waiver of the bond for hire, and what factors are considered in determining whether a bond is forfeited?

Response:

Formal written request to be sent to info@capel.gov.au. Waiver considerations whether bond or fee related are considered on a case-by-case basis.

68. Can you explain the criteria for assessing the risk management plan fees for events based on expected attendance?

Response:

The adopted 2023-24 fees and charges provide a structure as follows:

Precis: The fee is a very small % of cost recovery for Shire officer-administration time to review, approve, and monitor Community Event Application risk management plans.

The number of people attending an event, correlates directly with the level of complexity required to successfully plan, coordinate, and implement an event.
From the Shire officer-administration time, events expected greater than 1,000 people may require investigation, referrals or approvals in the following areas:

Pre-event approvals

- Building/construction approvals.
- Health and safety issues.
- Food vendor approvals.
- Noise control.
- Planning/zoning issues,
- Traffic management and parking.
- Waste management.

Event monitoring, compliance, and enforcement

Throughout the event, local government should:

- monitor the event to ascertain that approval conditions are complied with.
- identify areas where improvements may be made to make future events safer and more enjoyable.
- monitor Noise Regulation 18 Approval conditions.
- monitor the provision of food and the adequacy of toilet facilities.
- maintain contact with the control organisation at regular intervals.

69. How does the Shire determine the fees for lost or damaged library books, and are there any provisions for waiving or reducing these fees under certain circumstances?

Response:

The Shire of Capel Libraries manages items lost or damaged by customers in accordance with the Library Management System used across the Consortium. Customers are notified three days before items are due and can renew them if needed. If an item becomes two weeks overdue, a reminder is sent. At four weeks overdue, customers receive a notice indicating the item is at the "billing" stage.

Patrons cannot borrow new items once their overdue items reach the "billing" stage. One or two weeks after the "billing" notice, the library follows up with a courtesy phone call. This system is effective, with most items returned and the billing fee not charged.

The fee for lost or damaged items is discretionary and depends on several factors, including:

- Replacement cost
- Condition of the item
- Age of the item
- Circumstances of loss or damage

Items are borrowed in good faith with the expectation of their return in good condition.

70. What permits are required for the sale of "Shire of Capel" number plates, and are there any specific regulations or restrictions associated with their sale?

    Response:

    The Shire does not operate a permit system. Sales are in accordance with Department of Transport guidelines, with licensing undertaken by the Department.

71. Regarding building permit applications, could you elaborate on the difference between certified and uncertified permits for residential and commercial properties?

    Response:

    A certified application is accompanied by a certificate of design compliance (CDC) signed by a registered building surveyor that confirms the building will comply with the building standards and any other standard prescribed by the Building Regulations.

    An uncertified application is one in which the certification of building standards has not been done prior to the lodging of a permit application. The building standards assessment and certification of the proposed building or incidental structure is completed after the application is submitted. It is the role of the permit authority (Shire) to arrange certification and provide a CDC.

72. What are the conditions for obtaining an occupancy permit for buildings with existing authorisation, and are there any specific requirements or inspections involved in this process?

    Response:

    When the Occupancy Permit application is received for a commercial building or residential building above two storeys, a building surveyor will conduct a final inspection.

73. For unauthorised work applications, how does the Shire calculate the fees based on the value of the work, and are there any penalties or additional charges for such applications?

    Response:

    An Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act, which is 0.274% of the value of the work in the instance the work cost estimate exceeds $45,000, and a flat fee of $123.30 when the value of the work is less than $45,000. The ‘work’ component is derived from the aspect that has not formed part of previous approved work plans.

74. Can you explain the purpose of the building services levy for building permits and demolition permits, and how is the levy amount determined?

    Response:

    The purpose of the levy is to resource relevant permit authorities and their ability to assess applications. The fees are derived from the fees and charges set out by the Department of Energy, Mines, Industry Regulation and Safety.

75. Regarding the subdivision bonding fees, what factors are considered in negotiating the bond amounts, and how are these bonds reimbursed based on the achievement of rehabilitation targets?

    Response:

    Subdivisional approval is governed and managed by the State Government through WAPC with approval conditions set using feedback from relevant agencies and the local government; local government provides input to the engineering and environmental design and specification with bond rates based on the subdivisional guidelines; Council is required to provide a referral response to subdivision applications as part of this process.

76. Could you provide a breakdown of how the proposed rate increases or decreases will affect different property types within the Shire of Capel?

    Response:

    Please refer to page 32 of the 2024/25 Draft Annual Budget Report which was presented at the Special Council Meeting on 12 June 2024 and is available on the Shire’s website.

    These are averages for the property zones. Actual affect with be on an individual bases.

77. What factors were considered in determining the differential rates for different zones, such as residential, urban development, commercial, and rural?

    Response:

    Council considers a variety of factors when setting the Annual Budget and Rating Strategy. The Shire projects costs through our Long-term Financial Plan and models a variety of scenarios (including multi-year ones), which fairly distributes the total rate burden across all rate zones using the WA Treasury Corporation Financial Sustainability Modelling tool.

78. How does the council ensure that the proposed rates are fair and equitable across all ratepayer groups?

    Response:

    For FY2024/25 Rating Strategy, the distribution of the Shire’s rate burden sees average rate increase across all rate zones fairly distributed.

79. Can you elaborate on the rationale behind the decision to absorb some of the impact of property revaluations through adjustments to the rate in the dollar, particularly in residential rate zones?

    Response:

    The GRV revaluation saw residential properties increase by 48%. Maintaining the 2023/24 rate in the dollar would have overrated and raised revenue above the amount required to balance the budget after accounting for all other income and total expenditure.

    The Council were also very conscious of the impact the GRV increase will have on residents and worked to reduce the burden through lowering the rate in the dollar.

The GRV figure placed on properties is based on individual property circumstance and will vary within zones.

80. What measures are in place to support ratepayers who may experience financial difficulties due to the proposed rate changes?

Response:

The Shire has a Financial Hardship Policy to support residents who find themselves in financial difficulties and requires assistance from the Shire. Officers will work with residents in formulating personal payment plans tailored to residents' financial needs.

81. How will the revenue generated from the proposed rates be allocated towards maintaining parks, reserves, structures, and toilets in Dalyellup, as outlined in the specified area rate (SAR)?

Response:

The application of the adopted SAR allows for the collection of revenue from certain rate zones to fund 50% of the costs in maintaining public open space (POS) and some minor structures in Dalyellup. To review the proposed works, this information is detailed in the 2024/25 Capital Works schedules in the final Annual Budget report to Council.

82. Are there any provisions for rate relief or exemptions for properties that may qualify for such assistance?

Response:

The adopted Rate Waiver / Exemption Policy references the process and consideration for such applications to Council.

83. Could you explain how the minimum rate for each rate group is determined and how it ensures a sufficient contribution from all ratepayers?

Response:

The application of the minimum payment is fairly and equitably applied across all rate zones ensuring residents with lower property values sufficiently contribute to the Shire's total rate burden. For the FY2024/25 Rating Strategy, the application of the minimum rate is compliant and does not require Ministerial approvals.

84. What opportunities will ratepayers have to provide feedback or make submissions regarding the proposed rates before they are finalized?

Response:

The publicly advertised 'Notice of Intention to Levy Differential Rates' directs residents how to make a submission and provide feedback.

Given the public submission period has now closed for FY2024/25, residents can still locate the Notice on the Shire's website and social media.

85. Can you provide examples of the types of works, services, and facilities that the revenue from the proposed rates will support within the Shire of Capel?

Response:

Within the July 2024 OCM agenda, please refer to the following attachments to the Annual Budget report as well as commentary through the Agenda;

1. 2024/24 Capital Works Program – details all capital works for completion.
2. Detailed Account Schedules – details all budgetary line items.

4. Public Question Time

Public Question Time began at 6:02pm.

B Hearne - Capel

Question 1:

Is Council or the administration offering any guarantees that the budget will be on budget on time and not underspend as in previous years?

Shire President Response:

There is certain KPI's that need be met regarding the budget and we do have the mid budget review where we track spending and report on variances to the community.

There is also KPI's directly to the Executive, namely the Chief Executive Officer and a number of accountability mechanisms through the Corporate Business Plan. With the way that the structure is proposed to be changed this year it will place more accountability on the Directors and staff beneath them, so we always aim to deliver as much of our budget as possible and where things such as roads projects are delayed for various reasons that funds are reinvested to be delivered in later years, such as the Capital Works Program that's proposed for this year.

Question 2

Employee costs potential savings $265,000 (2% of employee costs)

Thank you for answering my question indicating that the budget for the 13 new employees has been prepared "to reflect a staged onboarding period reducing the overall salary spend".

- Are you telling me there will not be any savings whatsoever with regard to the other 100 other odd positions in the Shire due to current and future vacancies and delays in filling vacant items?
- How many vacant position were there on July 1 2024, in addition to the 13 new positions identified in the Work Force Plan?
- At the March 31st Ordinary Council Meeting (OCM) I asked a fairly simple question on the employee leave reserve indicating that the then balance of $788,788 was substantially overstated, given the then 48% staff turnover rate, and should have been reviewed as part of the mid-year budget review.

I now note that the employee reserve has been reduced by $518,288. What is the reason for the reduction? Was a golden opportunity missed in the mid-year budget review to advise Councillors of the true financial position of the reserve that could have enabled them to make better informed decisions?

Shire President Response:

The salaries budget is based on the retention of individual staff positions, with full year costings of existing staff and partial year costings for new positions forecast in the Shire's Workforce Plan. Where appropriate, in certain circumstances vacancies may be covered by labour hire or contractors which obviously incur costs.

At the time of answering this question there were only two vacancies for existing positions and one of those is just about to be filled.

The budgeted transfer from the Leave Reserve is $518,288.00 with these funds contributing to the increase in direct salary costs included in the Annual Budget for 2024/25 and linked to the Council endorsed 2024 –2028 Workforce Plan. The balance of the reserve is retained for the leave reserve's purpose.

Mr Hearne:

I guess I wanted to know for the people watching online and the people in the gallery, basically I highlighted that even though I asked a question in the March Council Meeting that it was blatantly obvious that the employees leave Reserve which was in $788 ,000 was substantially overstated and now I note that you're reducing it by $518,000 and I'm just wondering what was the epiphany that happened between then and now to work out that your employee leave Reserve is $518,000 overstated I guess that's the question I was asking.

Acting Director Infrastructure and Development Response:

Thank you for your question I suppose it's more in terms of fairness and planning with a line of sight at the impost of having additional new employees come on board and obviously having those balances in the reserve. It just seemed reasonable and fair in terms of the other competing things that we had to budget for that year that money should come out the reserve to fund the salaries thank you.

Question 2:

Interest Revenue potential savings $100,000

- Thank you for responding to my question on Interest revenue. Unfortunately, my June 30 assumption that the Shire would finish the financial year with a cash and cash equivalents and receivables balance of approximately $21 million was way off the mark. We now know the correct figure is $26,626,939. Given the Shire will be collecting $155,721 from its rates installment plan, interest payment receipts it only needs to collect an additional $995,987 from the current cash held to meet its budget target of $1,151,708
- Given the current level of cash held and the additional $18.5 million that will be received from rates during 2024/25 how did the administration arrive at a very conservative interest revenue target of $1.151 million?

CEO Response:

The budget projected approximately $20,938,000 in term deposits earning an average interest rate of 4.75%, equating to approximately $955,000 in interest earnings. Not all the Shire's cash is invested in interest bearing accounts. The Shire's trading account would usually have a balance of just above $2,000,000 during the year which does not pay interest. There is a small amount of cash on hand and debit card balance that do not receive interest. Budgeted interest earnings of $1,151,708 are made up of $995,987 in term deposit interest and $155,721 in interest on rates and debtors.

The amount of budget investment interest is based on interest rates at the time of setting the budget. Interest earned on balances is also influenced through the expenditure schedules across all Shire projects forecast for completion during the year.

Mr Hearne:

Did it include interest earnings on the Emergency Service Levy (ESL) that is expected to generate revenue of nearly $2,000,000 given that Gelorup ratepayers may now be categorised in 24/25 as an ESL category 2, rather than a category 4, resulting in a rate increase of nearly $200 per rateable property or is the Shire required to pay interest earned on those funds to the Fire and Emergency Service Government Agency?

CEO Response:

The Shire is not required to forward interest earned on Emergency Service Levy funds held on to for the Department of Fire and Emergency Services. The funds collected are forwarded in four quarterly installments regardless of when the funds are collected. An increase in funds collected will mean an increase in the quarterly installments forwarded.

Mr Hearne

So, it was included in account 1151?

Shire President Response:

Yes.

Mr Hearne:

Even preparing the most rudimentary month on month cash flow budget and allowing for a conservative term deposit rate of 5% for 3 month deposits is the budget target of $1.151 million soft target? Will Councillors request the Administration to increase the budget target by $100,000 to a more realistically achievable target?

You don't have to answer that.

CEO Response: No response was provided.

Mr Hearne

Question 3:

Vehicle Replacement Program potential savings $150,000

- Thank you for responding to my question on the vehicle replacement program advising that some of the 20 replacement vehicles in the budget had already been pre ordered in 23/24, before the Shire responsibly reviewed and changed its vehicle replacement policy, and the Shire was awaiting delivery of these new vehicles.
- How many of the 20 vehicles were pre ordered in 2023/24?
- Of the remaining vehicles to be replaced how many meet the current Shire policy for vehicle replacement of 5 years or 100,000km?

Shire President Response:

The procurement process has already commenced on ten of the carry over vehicles.

All fourteen vehicles to be traded are either meet 100,000 kilometres threshold or 5 years plus in age.

Question 4:

Dump Station Boyanup potential saving $250,000

- I note the budget for the facility has increased from $189,200 in the June draft budget to $250,000. Given the controversy over the project is the project proceeding in 2024/25 and can you please explain why the cost has increased by $61,800 to $250,000?
- Why is this project such an immediate priority? Deferring it to 25/26 saves the budget $250,000

Shire President Response:

Council will determine if this project will be supported for completion during the 2024/25 financial year through the final review of the draft 2024 –2028 Corporate Business Plan, which will occur at the August 2024 Ordinary Council Meeting. The increase in budget is due to some price cost escalations around some of the raw material hardstand area and the potential that the location may be shifted.

Question 5:

Enterprise Resource Planning (ERP) potential savings $200,000

- Thank you for responding to my question on the ERP advising that the project will be phased in over a three year period. What is the anticipated cost in each of the 3 years given $1,750,000 has been allocated in the 24/25 budget and Council recently approved an additional $120,000 in the June 2024 OCM?
- What will be the major cost in 24/25 and when do you expect a tender to be approved and the contract to commence?
- Has any consideration been given to borrowing part of the funds? If so can you provide details?
- What account code can you refer me to in the Annual Budget - Detailed Account Schedules to help me isolate where the budgeted funds have actually been listed?

Shire President Response:

The draft 2024 –2028 Corporate Business Plan and 2023 Long Term Financial Plan forecasts the following Enterprise Resource Planning Costs:

2024/25 - $1,750,000
2025/26 - $1,500,000
2026/27 - $1,250,000 Total $4,500,000

The ERP Request for Tender (RFT) closes 21 August 2024. Evaluation and awarding of this tender will further confirm the final budgeted costs, expenditure profile and timing of payments.

Given the tender closes 21 August 2024, the awarding of the tender is schedule to be considered at the September 2024 OCM, and subject to Council's endorsement, contractual finalisation will be completed and planned implementation to commence in January 2025.

Council have considered funding options for this project, with Borrowing being one of the options.

The Annual Budget account code - 2140221 Administration Information Technology forecasts the operational spending amount ringfenced for product procurement costs.

Mr Hearn:

Is that the one with about $2.1 million?

Present:

From memory I believe so.

Mr Hearn:

So your very confident you're going to spend 1.75 million between January and June?

President:

As reported in the ERP agenda item in May, most of the expenditure will be towards the end of the financial year but the ERP is to be implemented in sections, the most important essentially that the core element of the ERP is the first procurement stage which is the most costly as well.

Question 6:

Raise Status of Shire from Band 3 to Band 2.

- I asked a question on the above, that was one of the Shires top 10 initiatives that was not answered. What budget provision has been made in the 24/25 budget to achieve this objective?

SP Response:

There is no provision in the 2024/25 Annual Budget to fund this activity. Detailed discussions will occur throughout this financial year with Council regarding the full implications of any band transition.

Question 7:

Minimum rated properties.

- In my submission I asked what would be the effect on revenue and what would be the increase in the number of minimum rated properties if the minimum rate was increased by 10% from $1,430 to $1,570. While I appreciate Councillors would have been briefed on this matter ratepayers were not. Can you please answer the question?

CEO Response:

Council have discussed several different rate funding options which includes the varying of the Minimum rate amount. Using the property valuation data supplied by Landgate (seeing the majority but not all properties increase in value) calculated the increase to the Minimum rate from $1,430 to $1,470.

The proposed new rate sees a reduction of the number of properties accessing the Minimum rate from 2,121 in 2023/24 to 843 in 2024/25 meaning more properties are levied rates against the full gross rental value of their property, fairly contributing to the Shire's total rate burden.

Mr Hearne:

The question was, what would be the effect on revenue and I guess that hasn't been answered, so if you increase the rate as I said in my question from 1430 to 1570 how many extra minimum rate you had 861 how many minimum rated of properties will you have and will the budget Revenue increase or decrease?

President:

We will take that question on notice. Council did have a number of scenarios before it and we endorsed the draft strategy on the 12th of June.

Mr Hearne:

It is noted that no growth has been allowed for in the number of rateable properties in the Shire in 24/25. Will you please confirm this is the case and that the Shire it is not expecting any growth in the commercial and residential sectors given recent statements that the Shire is one of the fastest growing regional areas in Australia?

CEO Response:

2024/25 Budgeted interim rates are an amount of $103,495 and are noted in the supplementary rate information in the 2024/25 Annual Budget report.

Mr Hearne:

So you're not expecting any increase from the number of properties I mean the number of properties in the report which was 11 less than last year still so you're not expecting get any more ratable properties in 24/25? Not one ? In fact you get to have 11 less.

Acting Director Infrastructure and Development:

The annual budget actually reports around 75 interims that's going to be recognised during this current financial year and reports that figure in the budget as additional revenue on top of what we're going to Levy after Council determine what the rate in the dollar will be tonight.

Question 8:

Rubbish Charges

- Thank you for providing detailed rubbish figures and the graphic detailing how the Administration Allocation is allocated throughout the organisation.
- Can you please explain why Sanitary Employee Costs have increased from $72,214 in the 23/24 budget to $352,917 in the 24/25 budget? How many extra positions are involved and what is role/purpose of the new positions? Is the additional employee costs included to offset the decrease in the Administration Allocation from around $780,000 to the current level of $218,142?

CEO Response:

The Waste transfer station budgeted and actual salaries expenditure is costed across several accounts. The expenditure is costed using salary allocation and wages allocation. There has been a full time equivalent increase for attendants from two to three. The administration salary is now costed directly to waste expenditure accounts not through a wage's allocation. Wages budget was allocated based on the estimated amount of work to be completed at the waste site. The additional employee costs do not offset the decrease in the administration allocation. Where possible waste costs are costed directly to the waste area.

Mr Hearne:

So for clarification if you've already allocated 28,141 to the administrative allocation why has employees cost increased from $72,000 to $352,000?

Manager Finance:

The way those accounts present it's not all of the salary and wages costs are in that single account they're spread across several of those accounts so it's not a clear one to one comparison. There was also a change in the way the way those salary and wages were costed across those accounts in with the new chart of accounts
they have shifted around a little.

Mr Hearn:

I did check there was one position last year and the budget was just shy of $70,000 and now there's 352 so it doesn't matter which way you look at it it's an increase, you can compare your 23 /24 with your 24 /25 and the out turn and it's another $260,000 - $270,000, whichever way you look at it it's $70,000 budget,$70,000 outturn and the
budget's now $352,000.

Manager Finance:

I'll have to take your question on notice so I can explain it more clearly to you. It's not a direct comparison between those two accounts from year to year.

Mr Hearne

After trying to find out the correct sanitation figures from the Shire since November 23 will the Shire now publicly concede that rubbish revenue codes 3100101 – 3100321 totaling $3.624 million now exceeds expenditure codes 2100100 – 2100192 totaling $3.476 million and in fact the statement that the Shire is only collecting 80% of costs is wrong and misleading? If you include the Administration Allocation of $218,142, that is still too high, the cost to revenue ratio is 98.11% not the 80% as advertised in the draft budget.

CEO Response:

The total sanitation income is $3,624,849 of which $749,118 is for the Annual Waste Service and Infrastructure Fee collected for waste infrastructure expenditure. This amount is transferred to the Waste Infrastructure Reserve and will be used to fund new capital projects linked to the Shire's Waste Strategy. The balance of the Waste income amount is $2,875,731 and is collected through the Waste Fees charged on the annual rate notices and other minor waste income fees. The amount forecast for collection represents 80% of the waste expenditure of $3,715,480. The variance between the total revenue figure ($3,624,849) against the total expenditure figure ($3,715,480) is transferred from the Waste Reserve to cover the shortfall.

B Hastie – Stratham

One question asked by B. Horsfall at the June OCM was taken on notice, and the Shire of Capel's reply in the July Agenda stated that the prosecution details are confidential. However, anyone can attend a court or tribunal hearing, which is generally open to the public.

In the response to previous public questions taken on notice, the Shire of Capel stated that the details of the prosecution related to EIL compliance remain confidential, despite the fact that all court and tribunal cases are generally open to the public.

Question 1:

Could you please clarify since when prosecution details have become confidential in this context?

Shire President Response:

The decision of the SAT case is a public record which can be found on the ecourts website.

The decision reads as follows:

'On the application heard before Senior Sessional Member Ross Easton on 25 November 2013, it is ordered that: By consent of the parties:

1. The conditions 6 and 7 are reworded as follows:

Condition 6: Within 30 days of the issue of the Extractive Industry Licence, the applicant is to pay $25,000.00 to the Shire of Capel as the applicant's contribution to the upgrading of Queelup Road.

Condition 7: The average number of trucks leaving the site is not to exceed 210 per (5 1/2 day working) week, averaged out per annum, without the prior approval of the Shire's Director Engineering & Operations. Such approval shall not be unreasonably withheld.

2. Pursuant to s 46(1) of the State Administrative Tribunal Act 2004 (WA) the applicant has leave to withdraw this proceeding and the proceeding is hereby withdrawn. ;3. There be no order as to costs.'

However, the reference to the SAT case being confidential was in relation the details of the case. The Shire advised that the outcome was successful and a fine was paid as per the public decision.

Question 2:

Given that the judiciary and court cases are generally accessible to the public, what reasons does the Shire have for keeping these specific prosecution details confidential?

Shire President Response:

As previously mentioned, the outcome is public. Any further specific details of the case are matters of the SAT proceeding and do remain confidential.

Question 3:

MR Hastie

If I sought FOI from the SAT would I be denied that information about the EIL Mr Horsefall asked about because of confidentiality?

President

The Court's got their ruling on file they had access to the public documents as well, all information was provided to the state administrative tribunal at the time of the mediation and court hearing. Information that was required to be publicised such as the decision is available on the air Court's website, but as far as we're aware and the advice we have received is that internal information regarding the mediation is confidential between the parties.

Question 4:

The next case that the Shire of Capel will be attending at the State Administrative Tribunal will be on 1st October 2024: SHIRE OF CAPEL V DALYELLUP EAGLES FOOTBALL CLUB INC. Will the Shire of Capel be claiming that this matter is also confidential?

Shire President Response

At the moment this is before the courts, mediation is still being undertaken before the two parties, this matter remains between the two parties, and at this time is still confidential until such time as a decision is determined by the State Administrative Tribunal.

G Bone – Gelorup

The following comments are in regard to my submission (26. ICR162855) appearing in Attachment 15.2.1 2024-25 Schedule of Public Submissions to item 15.2 and P.229-235 of that document (Agenda – OCM 31 July 2024).

Notice of Intention to Levy Differential Rates

1. In my submission (Item 1), I drew attention to the various rates in the dollar for each of the Zones 1-12 quoted in Table 1 and noted that these were all incorrect. For example, in Zone 1 the rate is quoted as 0.82500 (meaning a rate of 82.5 cents in the dollar being 10 times the amount of what was intended). The correct presentation should have been $0.082500 (meaning a rate in the dollar of 8.25 cents).
   Unfortunately, Council went on to at Minute SCM/2024/01 (P.32) to endorse Table 1 and give 'Notice of Intention to Levy Differential Rates'.
   However and in response to my submission of 10 July 2024 (P.229), my allegations about the inaccuracies mentioned above were refuted with staff apparently believing all is in order.
   Sadly at P.180 of the agenda for the OCM of 31 July 2024 – Officer Recommendation 1 - the same inaccuracies are once more repeated.

Question 1:

Will Council please now take appropriate action to correctly state the rate in the dollar for the 2024/25 rates imposition?

Shire President Response:

For consistency, the Shire has amended the rates in the dollar in the rate table to reflect the rate in the dollar format included in the draft Annual Budget Report Attachment 15.2.2.

The Department of Local Government Sport and Cultural Industries have confirmed the original rate table advertised in the 'Notice of Intention to Levy Differential Rates' was a compliant format.

The format for the reporting of the cents in the dollar changed following advice we received from the department last year when we advertised our rates last financial year. We will clarify this prior to the next Budget, as we believe the Department is working to align the sector.

In the public available agenda it does have that format where it is .08 but in the recommendation that is before Council is .08.

Mr Hastie

Recently Roberts Road from Bussel Hwy was sealed, the north side is absolutely fantastic the south side is like going through a roller coaster. Can one of the Shire's Engineers go out and have a look?

Shire President Response:

We will take that question on notice.

Public question time finished 6:39pm.

A member of the public left the room 6.42pm.

A member of the public returned to the room at 6.44pm

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5. Application for Leave of Absence

Cr Noonan raised a request for a leave of absence for the September 2024 Ordinary Council Meeting.

Cr Terrantroy raised a request for leave of absence for the March 2025 Ordinary Council Meeting.

OC/2024/125 - Motion

Moved Cr Dillon, Seconded Cr Sharp.

That Council approve the leave of absence request from Cr Noonan for the September 2024 Ordinary Council Meeting and Cr Terrantroy for the March 2025 Ordinary Council Meeting.

Carried 8 / 0

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Noonan, Cr Sharp and Cr Terrantroy

Against - Nil

6. Declarations of Interest

The Manager of Organisational Development and Chief Executive Officer declared impartiality interests in Item 20.2 - Chief Executive Officer - Annual 2023/24 Performance and Remuneration Review and 2024/25 Performance Agreement. The nature of their interest is under s5.70, in that the Report refers to the CEO Performance and Remuneration Review process and involves an indirect reporting relationship within the Shire's organisational structure.

7. Notice of Items to be Discussed Behind Closed Doors

The items to be discussed behind closed doors are:

- 20.1 Dalyellup Library Lease
- 20.2 Chief Executive Officer – Annual 2023/24 Performance and Renumeration Review and 2024/2025 Performance Agreement
- 20.3 Director of Infrastructure and Development – Recruitment, Selection and Appointment

8. Confirmation of Minutes

8.1. Special Meeting of Council - 12 June 2024

Voting Requirements

Simple Majority

OC/2024/126 - Officer's Recommendation/Council Decision - 8.1

Moved Cr Terrantroy, Seconded Cr Mogg.

That the Minutes of the Special Meeting of Council - 12 June 2024 be confirmed as a true and correct record.

Carried 8 / 0

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Noonan, Cr Sharp and Cr Terrantroy

Against - Nil

8.2. Ordinary Meeting of Council - 26 June 2024

Voting Requirements

Simple Majority

OC/2024/127 - Officer's Recommendation / Council Decision - 8.2

Moved Cr McCleery, Seconded Cr Mogg.

That the Minutes of the Ordinary Meeting of Council - 26 June 2024 be confirmed as a true and correct record with an amendment to remove Cr Kitchen and Cr Noonan from Councillors who have spoken to item 20.1 Dalyellup Library Lease.

Carried 8 / 0

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Noonan, Cr Sharp and Cr Terrantroy

Against - Nil

9. Announcements by Person Presiding Without Discussion

It is with sadness and sympathy that Shire of Capel notes the passing of Mr Dudley Fisher.

Mr Dudley Fisher served as a Councillor in the Shire of Capel from 1985 to 1993 as well as serving as Deputy President. Mr Dudley Fisher was well known for having owned the Stratham Roadhouse for many years and developing deep and meaningful Community connections, may he rest in peace.

Event:	10/05/2024 – State Budget Briefing Breakfast
Report:	
Event:	10/05/2024 – Meeting with Don Punch MLA
Report:	Updating Don on all things Shire of Capel
Event:	10/05/2024 – Bunbury Geographe Sports Star Awards
Report:	The Shire of Capel sponsors the Volunteer in Sports award, it was a please to present the award to Bunbury Water Polo Association's David O'Connor
Event:	21/05/2024 – National Simultaneous Storytime
Report:	Reading Bower Bird Blues to a group of children at the same time as many others around the Nation
Event:	24/05/2024 – Ride to School Day Boyanup Primary School
Report:	Attended by WA Police, Lions Boyanup, and the Capel Men's Shed
Event:	26/05/2024 – Gelorup VBFB Open Day
Report:	Gelorup Volunteer Bushfire Brigade hosting an open day in celebration of Volunteer Week
Event:	30/05/2024 – SWDC Strategic Workshop
Report:	Hosted by the Shire of Capel, focusing on the agricultural aspect of SWDC's strategic review.
Event:	14/06/2024 – Meeting with Southwest Gateway Alliance
Report:	
Event:	14/06/2024 – Meeting with Jodie Hanns MLA
Report:	Updating Jodie on all things Shire of Capel
Event:	17/06/2024 – Townhall Meeting Capel
Report:	Draft Budget and Rating Strategy – Live Broadcast
Event:	18/06/2024 – Townhall Meeting Dalyellup
Report:	Draft Budget and Rating Strategy
Event:	19/06/2024 - LEMC Meeting
Report:	
Event:	21/06/2024 – WALGA SW Zone Meeting
Report:	Meeting held in Dardanup
Event:	21/06/2024 - Citizenship Ceremony
Report:	
Event:	21/06/2024 – Meeting with Don Punch MLA
Report:	Updating Don on all things Shire of Capel

Event:	02/07/2024 – Meeting with City of Bunbury
Report:	Meeting with the Mayor and CEO
Event:	02/07/2024 – Bunbury Geographe Group of Councils
Report:	
Event:	09/07/2024 – Meeting with Minister David Micheal
Report:	Raising important matters with the Minister for Mines and Petroleum, Ports, Road Safety, Minister Assisting the Minister for Transport
Event:	10/07/2024 – Meeting with Nola Marino MP
Report:	
Event:	15/07/2024 – Meeting with Harvey Water
Report:	
Event:	15/07/2024 – Meeting with Steve Thomas MLC

Date	Briefing
22/05/2024	Review Draft 2024-28 CBP
	2024/25 Rating Strategy
29/05/2024	Enterprise Resource Plan Briefing
05/06/2024	Review 2024/25 Draft Annual Budget
	Sport Spaces Plan Briefing

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. Corporate Business Plan 2023 to 2027 - Quarter 4 (April to June 2024) and End of Year Reporting to 30 June 2024

Author	Chief Executive Officer, Gordon MacMile
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Executive/Strategic
Attachments	
Confidential Status	*This item is not a confidential matter.*

Proposal

Note the final quarterly (Q4) progress report and the end-of-year outcome / achievement summary for 2023/24 of the Shire of Capel's Corporate Business Plan 2023 - 2027.

Officer's Recommendation

That Council notes the final quarterly Q4 progress report (1 April to 30 June 2024) and the end-of-year outcome / achievement summary for 2023/24 of the Shire of Capel's Corporate Business Plan 2023 - 2027.

Background

Previous Council Decisions

June 2018 – The Council endorsed an updated four (4) year Corporate Business Plan 2018-2022 for the Shire of Capel, incorporating information from the Long-Term Financial Plan, Workforce Plan, Asset Management Plans and various informing Services Strategies and Plans.

August 2021 – The Council adopted (OC172/2021) the Shire of Capel Strategic Community Plan (SCP) 2021 – 2031. The SCP is the cornerstone of Capel's long-term planning, articulates the community's vision for the Shire and enables the development of key delivery plans including the Corporate Business Plan.

October 2021 – The Council adopted the Shire of Capel's Corporate Business Plan 2021 – 2025.

The Council endorsed (OC237/2021) the Corporate Business Plan and further:

- Approved the immediate commencement and / or continuation of all necessary actions for implementation of the Corporate Business Plan 2021 – 2025; and
- Noted that the final published version of the Corporate Business Plan 2021 – 2025 will be graphically designed and illustrated to a standard suitable for public presentation.

August 2022 – The Council adopted the Shire of Capel's Corporate Business Plan 2022 to 2026.

The Council endorsed (OC/2022/153) in part:

1. Endorses the Shire of Capel Corporate Business Plan 2022 – 2026 – Service Area Action Plan.
2. Approves immediate commencement and / or continuation of all necessary actions for implementation of the Corporate Business Plan 2022 to 2026.
3. Notes that quarterly reporting will continue throughout 2022/23 to monitor progress and achievement.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

The six Future Directions outlined in the Shire of Capel Strategic Community Plan 2023 – 2033 are all relevant to the Corporate Business Plan 2023 – 2027.

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

Direction 2: Manage and protect our environment.

Direction 3: Foster a dynamic, diverse and strong local economy.

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

Direction 5: Provide and maintain suitable infrastructure and facilities.

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

Corporate Business Plan 2023-2027

CEO 9 - Ensure Community Strategic Plan, Corporate Business 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 5.56

6.56 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.

Local Government (Administration) Regulations 1996 apply. Specifically:

Division 3 —Planning for the future
19C. Planning for the future: strategic community plans — s. 5.56
19DA. Planning for the future: corporate business plans — s. 5.56

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
(3) A corporate business plan for a district is to —
   (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
   (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
   (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
(4) A local government is to review the current corporate business plan for its district every year.
(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

Policy 2.7 – Preparation of Integrated Financial Plan and Budget applied.

Implications

Risk Implications

Adoption of a Corporate Business Plan is mandated in the Integrated Planning and Reporting Framework (IPRF).

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial **Rating:** Medium	Possible	Moderate	The Corporate Business Plan details anticipated cost impacts which the Council considers ongoing as part of a sustainable approach to future financial planning.
Risk 2 Service Delivery **Rating:** Medium	Likely	Moderate	Regular monitoring and reporting against the Corporate Business Plan actions allows for a continued focus on service delivery deemed important by the community.
Risk 3 Reputation **Rating:** Medium	Possible	Moderate	Regular monitoring and reporting against the Corporate Business Plan actions allows for: • A continued focus on strategies and actions deemed important by the community through the Strategic Community Plan development process. • Confidence within the Council and transparency within the community of progress against priority strategies and actions. • Ability to identify any areas of achievement risk and appropriate remedial action taken to ensure the achievement of outcomes.
Risk Description: Failure to plan adequately and systematically for the delivery of services expected by the community.			

Financial Implications

<u>Budget</u>

The Corporate Business Plan 2023 – 2027 has been prepared ensuring that the 2023/24 cost of all proposed Actions are accommodated within the current adopted budget.

There are no financial implications relevant to this proposal.

<u>Long Term</u>

The Corporate Business Plan 2023 – 2027 details growth in specific areas of expenditure over and above the current adopted Long Term Financial Plan (LTFP) in all future years (2023, 2024, 2025 and 2026).

Future annual reviews of the Corporate Business Plan, in line with the LTFP and Annual Budget will need to take these potential future costs into account.

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

Whole of Life

Whole of life considerations for any assets delivered as part of implementing the Corporate Business Plan are addressed separately.

Sustainability Implications

The IPRF is designed to improve the sustainability of local governments, through stronger engagement with the community and integrated forward planning.

The Corporate Business Plan 2023 – 2027 was prepared to align closely with the Future Directions outlined in the adopted Strategic Community Plan 2023 – 2033 being:

1. Strengthen and enhance the well-being of our community.
2. Manage and protect our environment.
3. Foster a dynamic, diverse and strong local economy.
4. Deliver good leadership, governance and decision making.
5. Provide and maintain suitable infrastructure and facilities; and
6. Effective communication, engagement and relationship development.

Consultation/Engagement

Consultation carried out during the preparation of the Corporate Business Plan 2023 – 2027 included:

- Management briefings and 'Bottom up' input of Action Plans for each Service Area.
- Strategic Community Plan review and gap analysis.
- Presentations to all staff to encourage 'Buy In' and ownership of the Plan.
- Challenge Reviews to critique proposed Actions and revise priorities.
- Internal review and cost estimation with Director of Community and Corporate to align Draft Plan to LTFP; and
- Workshop with Councillors to present findings and receive feedback on proposed Actions.

Following adoption of the Plan, Shire departments and work areas responsible generated a series of comprehensive, time-dependent / officer allocated sub-actions that enable the delivery and achievement of actions and outcomes.

These sub-actions are tracked, status updated and reported monthly via a 'bottom up' approach, whereby work teams and Managers, update progress on actions within their specific area of responsibility and accountability.

Officer Comment

CBP Summary of Completion – Q4 2023/24 (July 2023 to June 2024)

The current Shire of Capel Corporate Business Plan 2023 – 2027 contains 355 individual actions / outcomes, detailed across the 4-year period.

These actions were allocated a priority ranking based on the significance of implications to the community, the Shire and the overall importance of achievement compared against others.

Each action and sub-action are tracked and reported monthly with a status update to the Shire's Executive and quarterly to the Council.

Regular (quarterly) reporting on the Corporate Business Plan has occurred to provide transparency to the community on progress toward the achievement of the Strategic Community Plan 2023 – 2033, an outcome-focused overview of the Shire's operations and an update on progress and areas of risk to the Council.

Status descriptions of reported (quarterly) in the Corporate Business Plan actions are as follows:

- Not Started – Noting that the CBP is a 4-year plan, some actions are scheduled to commence at a future time.
- Complete – Action has been achieved within with identified parameters (time, budget, resources etc).
- On Track – Action is progressing towards achievement within with identified parameters (time, budget, resources etc).
- Overdue – Action is behind time, with all other controllable and non-controllable factors in hand. Reasonable level of confidence exists that the time can be recovered, and action / outcome still achieved within identified parameters (time, budget, resources etc).
- At Risk - Controllable and non-controllable factors (including time / deadlines) of the Action may not be in hand, and / or there is a likelihood and potential that the action / outcome may not be achieved without intervention.

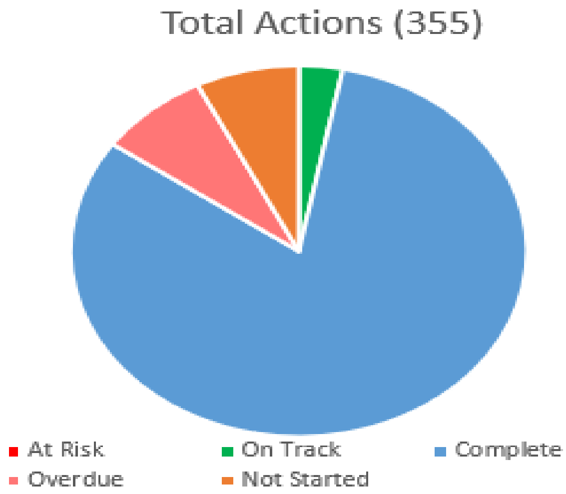
At the completion of the year 2023/24, the end of year outcome includes the following status descriptions:

- Complete – Action has been achieved within with identified parameters (time, budget, resources etc).
- Incomplete - Action has not been achieved within with identified parameters (time, budget, resources etc). These have been detailed as either Overdue or At Risk throughout the quarterly reporting periods.
- Not Started – Noting that the CBP is a 4-year plan, these are items that are scheduled to commence at a future time / year.
- On Track – Noting that the CBP is a 4-year plan, these are actions that occur over multiple years and are progressing towards achievement within with identified parameters (time, budget, resources etc).

The status of actions at the end of Quarter 4 2023/24 (for the period 1 July 2023 to 1 June 2024) is summarised in the Tables below as:

Status	Number of Actions				Percentage (%)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Completed	28	33	48	290	8%	10%	14%	82%
On Track	226	223	224	11	64%	62%	63%	3%
Overdue / At Risk / Not Completed	9	22	25	28	3%	6%	7%	8%
Not Started	92	77	58	26	25%	22%	16%	7%
Total	**355**	**355**	**355**	**355**	**100%**	**100%**	**100%**	**100%**

The status of the 355 CBP actions as at 30 June 2024 is presented in the graph below.



Noting the 4-year period of the Plan in that 10% of actions have either not started (until later years) or are being delivered across multi-years, the 2023/24 outcome report demonstrates good achievement under a range of internal resourcing pressures and external challenges.

Overall, 92% of actions are in accordance with the CBP for the reporting period 1 July 2023 to 30 June 2024.

A summary of key achievements / outcomes throughout the year includes:

- Adoption of Workforce Plan 2023 to 2027.
- Implementation of all Audit finding recommendations.
- Chart of Accounts implementation (Phase 2).
- LG (Local Government) Reforms.
- Progress of the Enterprise Resource Planning Project.
- Review and adoption of the 'Plan for the Future' (SCP and CBP)
- Organisational Leadership and Cultural Development Program commencement.
- Agribusiness Precinct Feasibility – Phase 1 completed
- Place Plan 2023 to 2027
- Adoption of the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP).
- Kaatijinup Biodiversity Park feasibility.
- Shire of Capel Website launch.
- 2023 LG Elections.
- Lost and Found Festival.
- Bushfire Mitigation initiatives.
- Service Capability Review.
- Waste Services Review
- Volunteer Bushfire Brigade WHS and Induction.
- Short Term Rental Accommodation policy.

The achievements summarised above reflect a good performance across the organisation, with most internal and external initiatives fulfilled under challenging circumstances.

The remaining 8% of actions detailed in Year One (2023/24) of the CBP were not fully completed.

Key factors regarding the non-completion of actions (See Attachment 13.1.1 for more detail) includes:

- Recruiting and Resourcing – While difficulties in recruiting and / or securing suitable members of staff reduced in general across the organisation, particular shortages remained in key specialised areas (Technical, Asset, Engineering), as well as general trades (parks, gardens, works).

  Approaching near full staffing throughout the organisation has only been achieved towards the very end of the 2023/24 year.

Additionally, work areas within the Shire's operations have experienced other challenges including:

- Information – The availability of key information particularly on major future infrastructure projects impacted on progression. These actions required the completion of detailed design and costing to provide the necessary information to progress the action.

- Procurement and Cost – Material, contractor availability and service costs were a significant issue with the heated economy and marketplace, particularly in the construction and infrastructure areas.

  Numerous projects have been quoted, tendered, or costed in excess of budget, with further work required to consider alternative approaches, secure improved costings, and value for money. The Shire experienced all major capital construction tenders quoted being over budget by an average of between 30% and 40%.

  Some initiatives have 'gone to market' and received limited or no quotations because of the over-heated construction industry.

- Action Interdependence – Progressing many actions within the CBP is contingent on the completion of other independent actions. In a small number of cases, delays in progressing actions are having a knock-on effect. This was particularly the case regarding the Shire's Asset and Engineering areas.

A summary of Actions completed in the final quarter (four) 2023/24 and key Non-Completed actions (28 in total) is contained in Attachment 13.1.1 to this report.

In some cases, projects / actions have been deferred to better incorporate with future initiatives (implementation of ERP, Waste Services Review Implementation Plan) or where further design and costing is required to ensure an on-budget, quality outcome.

<u>Corporate Business Plan 2024 - 2028</u>

Work is being completed on the development of the new (Draft) CBP for the period 2024 to 2028.

This has been achieved through the review of the 2023/24 budget to align with the preparation of the Draft Annual Budget.

Continued 4-year planning and reporting of the CBP has occurred by adding an additional year (2027/28). Council consideration of the Draft Corporate Business Plan 2024 to 2028 will occur in August 2024 to ensure all projects and actions contained within, are funded through the adopted 2024/25 Annual Budget.

Summary

Demonstrated above is that effort in the 2023/24 year of the CBP was focussed on stabilising the organisational environment, setting key frameworks / policies / strategies, commencing the improvement of business systems and efficiencies, reconnecting with key stakeholders and continuing to plan / deliver on key community initiatives.

A rate of 92% of actions being in accordance with the CBP represents a good level of achievement, although major resourcing challenges impacted on the completion of the capital and maintenance programs in particular.

Significant challenges have remained throughout the year regarding the delivery of our Program of Works, with the Shire moving to a new annual cyclical design then construct program to enable a consistent delivery of budgeted works.

Three of the most highly significant initiatives for the future of the Shire were completed in 2023/24, with these being:

1. Service Capability Review – to fully understand the current organisational status and capability; enabling long-term initiatives to be detailed and implementation planned to ensure the capacity of the Shire can meet community needs into the future.
2. Workforce Planning – based off the Service Capability Review to fully understand the resource shortages in each area of the organisation, needed to meet Core Business requirements and securing Council's endorsement of a multi-year uplift in resourcing.
3. Enterprise Resource Platform (ERP) – Investment in a generational uplift in organisational systems to enable the Shire to efficiently do business with the community into the future.

Voting Requirements

Simple Majority

Officer's Recommendation – 13.1.

OC/2024/128 - Officer's Recommendation / Council Decision - 13.1

Moved Cr Dillon, Seconded Cr Fergusson.

That Council notes the final quarterly Q4 progress report (1 April to 30 June 2024) and the end-of-year outcome / achievement summary for 2023/24 of the Shire of Capel's Corporate Business Plan 2023 - 2027.

Carried 8 / 0

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Noonan, Cr Sharp and Cr Terrantroy

Against - Nil

The following item was deferred at the 26 June 2024 Ordinary Meeting of Council (OC/2024/106) until the Ordinary Meeting of Council 31 July 2024 at 6pm in accordance with the Shire of Capel Standing Orders Local Law 2016 to allow for further discussion.

The following Councillors have spoken to the item at the time of deferral - Cr Kitchen and Cr Schiano.

13.2. Policy Review - Attendance at Events

Author	Strategic Governance and Risk Coordinator, Tahlia Shipley
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Review
Attachments	Nil
Confidential Status	*This item is not a confidential matter.*

Proposal

Review and approve a minor amendment to the Attendance at Events Policy reflecting a modified approach to attendance at the WALGA Local Government Convention.

Officer's Recommendation

That Council adopts the reviewed Attendance at Events Policy as follows:

'Introduction

It is important for elected council members and the Chief Executive Officer (CEO) to attend events to represent the Shire of Capel. This key function of community leadership positions requires transparency and must be justified to deliver identifiable and tangible benefits to the community.

Purpose

The purpose of this policy is to provide a framework for elected members and the CEO to consider and accept invitations to attend various events, pursuant to Section 5.90A Local Government Act.

This policy clarifies who will pay costs associated with attending events and where certain criteria are met, enables Councillors to attend events as representatives of Council without restricting their ability to participate in Council Meetings.

Policy statement

This policy applies to elected members and the CEO of the Shire of Capel.

Attendance at an event in accordance with this policy includes, but is not limited to:

- Concerts
- Conferences
- Functions
- Hospitality occasions
- Sporting events
- Other events such as agricultural shows, cultural events and festivals etc.

Attendance at an event in accordance with this policy will exclude the gift holder from the conflict of interest provisions if the ticket is above $300 (either one gift or cumulative over 12 months from the same donor) and the donor has a matter before Council.

Receipt of the gift will still be required under the gift register provisions.

Any gift received that is less than $300 also does not need to be disclosed as an interest.

Application

1. Invitations

All invitations of offers of tickets for a council member or CEO to attend an event shall be in writing and addressed to the CEO, by mail to PO Box 369, Capel, WA 6271 or by email to info@capel.wa.gov.au

Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

A register of events and attendees authorised by the local government in advance of the event will be maintained.

2. Pre-Approved Events

The Shire approves attendance at the following events by Elected Members and the Chief Executive Officer, subject to:

- where an Elected Member is invited, approval from the Shire President is required
- where the Chief Executive Officer is invited, the Chief Executive Officer may attend or delegate attendance to his/her representative.

a. Meetings and events held by clubs or organisations within the Shire of Capel
b. Any free event held within the Shire of Capel
c. WA Local Government Association events (not including the Annual General Meeting or conference)
d. Australian Local Government Association events (not including the Annual General meeting or conference)
e. Shire of Capel hosted ceremonies, events and functions
f. Shire of Capel sponsored events
g. Events run by Local, State or Federal Governments
h. Professional bodies that are apolitical
i. Community cultural and festival events
j. Events where the Shire President or Chief Executive Officer have formally been requested to attend.

All elected members and the Chief Executive Officer are entitled to attend pre-approved events, associated fees will be paid by the Shire of Capel.

The Shire President and Deputy Shire President are authorised to attend ~~Attendance at~~ the WA ~~and Australian~~ Local Government Association Annual General meeting~~s~~ and conference~~s,~~ **any additional attendance is** ~~are~~ to be referred to council for approval. **Any attendance to Australian Local Government Association conferences or meetings requires the approval of Council.**

3. Approval of attendance

In making a decision on attendance at non pre-approved events, the request is to be referred to council, the council will consider:

a. Who is providing the event invitation or ticket
b. Where is the event located
c. What is the role/contribution of the council or staff member in attending the event - participant, observer or presenter
d. What benefit will participation at this event bring to the Shire of Capel and its community
e. How many invitations/tickets are offered
f. The full cost to attend the event, including the ticket and any other expenses such as meals, travel and accommodation
g. The estimated value of any complimentary ticket/invitation and any other expenses such as travel and accommodation.

Decisions to attend events in accordance with this policy will be made by simple majority of the council or by the Shire President, Deputy Shire President or the Chief Executive Officer in accordance with any compliance with this policy.

- Events for the Shire President will be approved by the Deputy President;
- Events for Councillors will be approved by the Shire President;
- Events for the Chief Executive Officer will be approved by the Shire President; and
- Events for officers, will be approved by the Chief Executive Officer.

4. Payments in respect of attendance

For events where a member of the public is required to pay, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.

If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

If the event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement then no action is required.

If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate or is provided with a free ticket then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days

5. Events not included in this Policy

Conferences, seminars and training that are considered part of elected member professional development under Policy 1.6 – Conference and Training Expenses or the CEO under Policy 3.10 – Conference, Training & Travel Expenses are excluded. Events sponsored or managed by the Shire of Capel, or events that are of an honorary or procedural nature are exempt from this policy.

The following events are excluded where the ticket or invitation is received from one of the follow organisations. The gift is still required to be record on the Shire Gift register.

a. Western Australia Local Government Association (excluding LGIS);
b. Local Government Professionals Australia (WA);
c. A local government or regional local government;
d. Department of the WA state public service; and
e. Government department of another State, a Territory or the Commonwealth.

The following events are excluded from this policy as they are not considered Council business. Any Councillor attending such events are attending in their personal capacity:

a. Party political events and fundraisers
b. Social events
c. Entertainment events with no link to the Shire
d. Events that primarily benefit Councillors in a personal capacity or in a role other than their role at the Shire.'

Background

Previous Council Decisions

September 2020 – The Attendance at Events Policy review was endorsed by Council.

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
6.2 Improved cross sector relationships and collaboration

Corporate Business Plan 2023-2027

ESRV 3 - **Elected member support** - Provide professional administrative support to councillors, including coordination with Governance and Communications

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government Act 1995

Section 5.90A Policy for attendance at events
1. ***event*** includes the following —
    (1) a concert;
    (2) a conference;
    (3) a function;
    (4) a sporting event;
    (5) an occasion of a kind prescribed for the purposes of this definition.
2. A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —
    (1) the provision of tickets to events; and
    (2) payments in respect of attendance; and
    (3) approval of attendance by the local government and criteria for approval; and
    (4) any prescribed matter.

* *Absolute majority required*

3. A local government may amend the policy*

* *Absolute majority required*

4. When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

5. The CEO must publish an up-to-date version of the policy on the local government's official website.

Section 5.57 Terms used, In this Division, unless the contrary intention appears —
Gift means —
(1) A conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or a money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
(2) A travel contribution;
(3)
(4) *Travel* includes accommodation incidental to a journey;
travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Attendance at Events
- Travel Expenses

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Reputation **Rating:** Low	Unlikely	Minor	Ensuring an effective process for attending functions and events.
Risk Description: Inability for Councillors to attend important functions for networking or development opportunities.			
Risk 2 Legislative Compliance **Rating:** Low	Unlikely	Minor	A policy that is consistent with the requirements under the *Local Government Act 1995.*
Risk Description: Inability to align the Shire's policy requirements under the *Local Government Act 1995.*			
Opportunity: A clear framework to guide and ensure compliance for Councillors attendance at events.			

Financial Implications

Budget

There are no budget implications related to this matter.

Attendance at events and conferences are accounted for in the annual budget.

Long Term

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

Sustainability Implications

Social

The development of a framework for Councillors and the CEO to manage interests associated with attendance at events, provides transparency and good governance while facilitating community leadership and decision-making functions.

Consultation/Engagement

External Consultation

No external consultation was undertaken.

Internal Consultation

Consultation between the Chief Executive Officer and Governance team was undertaken.

Officer Comment

The objective of this policy update guidelines which deliver a transparent and accountable process for disclosure and management of attendance at various events.

Compliance with the process outlined in the policy will enable Councillors to attend events as representatives of Council without restricting their ability to participate in Council Meetings.

Only a minor amendment has been proposed to Council for the attendance of the Shire President and Deputy Shire President at the annual WALGA Local Government Convention. As one of the main and most important LG sector gatherings each year, this report proposes to establish the practice that the Shire President and Deputy Shire President, regardless of the incumbent at the time, always attends as the head representative of the Capel Shire Council.

Council can also decide on an annual basis which additional Councillors will attend the WALGA Convention.

Summary

The Policy provides a framework for Council on the requirements and expectations for attending events.

Following an adoption of Council officers will update the Shire's policy framework and website to reflect changes.

Voting Requirements

Simple Majority

Officer's Recommendation – 13.2.

That Council adopts the reviewed Attendance at Events Policy as follows:

'Introduction

It is important for elected council members and the Chief Executive Officer (CEO) to attend events to represent the Shire of Capel. This key function of community leadership positions requires transparency and must be justified to deliver identifiable and tangible benefits to the community.
Purpose

The purpose of this policy is to provide a framework for elected members and the CEO to consider and accept invitations to attend various events, pursuant to Section 5.90A *Local Government Act*.

This policy clarifies who will pay costs associated with attending events and where certain criteria are met, enables Councillors to attend events as representatives of Council without restricting their ability to participate in Council Meetings.

Policy statement

This policy applies to elected members and the CEO of the Shire of Capel.

Attendance at an event in accordance with this policy includes, but is not limited to:

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- Conferences
- Functions
- Hospitality occasions
- Sporting events
- Other events such as agricultural shows, cultural events and festivals etc.

Attendance at an event in accordance with this policy will exclude the gift holder from the conflict of interest provisions if the ticket is above $300 (either one gift or cumulative over 12 months from the same donor) and the donor has a matter before Council.

Receipt of the gift will still be required under the gift register provisions.

Any gift received that is less than $300 also does not need to be disclosed as an interest.

Application

6. Invitations

All invitations of offers of tickets for a council member or CEO to attend an event shall be in writing and addressed to the CEO, by mail to PO Box 369, Capel, WA 6271 or by email to info@capel.wa.gov.au

Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

A register of events and attendees authorised by the local government in advance of the event will be maintained.

7. Pre-Approved Events

The Shire approves attendance at the following events by Elected Members and the Chief Executive Officer, subject to:

- where an Elected Member is invited, approval from the Shire President is required
- where the Chief Executive Officer is invited, the Chief Executive Officer may attend or delegate attendance to his/her representative.

a. Meetings and events held by clubs or organisations within the Shire of Capel
b. Any free event held within the Shire of Capel
c. WA Local Government Association events (not including the Annual General Meeting or conference)
d. Australian Local Government Association events (not including the Annual General meeting or conference)
e. Shire of Capel hosted ceremonies, events and functions
f. Shire of Capel sponsored events
g. Events run by Local, State or Federal Governments
h. Professional bodies that are apolitical
i. Community cultural and festival events
j. Events where the Shire President or Chief Executive Officer have formally been requested to attend.

All elected members and the Chief Executive Officer are entitled to attend pre-approved events, associated fees will be paid by the Shire of Capel.

The Shire President and Deputy Shire President are authorised to attend the WA Local Government Association Annual General meeting and conference, any additional attendance is to be referred to council for approval. Any attendance to Australian Local Government Association conferences or meetings requires the approval of Council.

8. Approval of attendance

In making a decision on attendance at non pre-approved events, the request is to be referred to council, the council will consider:

a. Who is providing the event invitation or ticket
a. Where is the event located
b. What is the role/contribution of the council or staff member in attending the event - participant, observer or presenter

c. What benefit will participation at this event bring to the Shire of Capel and its community
d. How many invitations/tickets are offered
e. The full cost to attend the event, including the ticket and any other expenses such as meals, travel and accommodation
f. The estimated value of any complimentary ticket/invitation and any other expenses such as travel and accommodation.

Decisions to attend events in accordance with this policy will be made by simple majority of the council or by the Shire President, Deputy Shire President or the Chief Executive Officer in accordance with any compliance with this policy.

- Events for the Shire President will be approved by the Deputy President;
- Events for Councillors will be approved by the Shire President;
- Events for the Chief Executive Officer will be approved by the Shire President; and
- Events for officers, will be approved by the Chief Executive Officer.

9. Payments in respect of attendance

Where an invitation or ticket to an approved event is provided free of charge, Council will fund expenses such as travel and accommodation incurred through attendance subject to prior approval and claim.

For events where a member of the public is required to pay, the council will determine whether it is in the best interests of the local government for a council member or the CEO or another officer to attend on behalf of the council.

If the council determines that a council member or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

If the event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement then no action is required.

If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate or is provided with a free ticket then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days

10. Events not included in this Policy

Conferences, seminars and training that are considered part of elected member professional development under Policy 1.6 – Conference and Training Expenses or the CEO under Policy 3.10 – Conference, Training & Travel Expenses are excluded. Events sponsored or managed by the Shire of Capel, or events that are of an honorary or procedural nature are exempt from this policy.

The following events are excluded where the ticket or invitation is received from one of the follow organisations. The gift is still required to be record on the Shire Gift register.

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c. A local government or regional local government;
d. Department of the WA state public service; and
e. Government department of another State, a Territory or the Commonwealth.

The following events are excluded from this policy as they are not considered Council business. Any Councillor attending such events are attending in their personal capacity:

a. Party political events and fundraisers
b. Social events
c. Entertainment events with no link to the Shire
d. Events that primarily benefit Councillors in a personal capacity or in a role other than their role at the Shire.'

Amended Recommendation

Moved Cr Terrantroy, Seconded Cr Mogg.

That Council adopts the reviewed Attendance at Events Policy as follows:

'Introduction

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The purpose of this policy is to provide a framework for elected members and the CEO to consider and accept invitations to attend various events, pursuant to Section 5.90A *Local Government Act*.

This policy clarifies who will pay costs associated with attending events and where certain criteria are met, enables Councillors to attend events as representatives of Council without restricting their ability to participate in Council Meetings.

Policy statement

This policy applies to elected members and the CEO of the Shire of Capel.

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1. **Concerts**
2. **Conferences**
3. **Functions**

4 Hospitality occasions
5 Sporting events
6 Other events such as agricultural shows, cultural events and festivals etc.

Attendance at an event in accordance with this policy will exclude the gift holder from the conflict of interest provisions if the ticket is above $300 (either one gift or cumulative over 12 months from the same donor) and the donor has a matter before Council.

Receipt of the gift will still be required under the gift register provisions.

Any gift received that is less than $300 also does not need to be disclosed as an interest.

Application

1. Invitations

All invitations of offers of tickets for a council member or CEO to attend an event shall be in writing and addressed to the CEO, by mail to PO Box 369, Capel, WA 6271 or by email to info@capel.wa.gov.au

Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

A register of events and attendees authorised by the local government in advance of the event will be maintained.

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- **where an Elected Member is invited, approval from the Shire President is not required**
- **where the Chief Executive Officer is invited, the Chief Executive Officer may attend or delegate attendance to his/her representative.**

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b. **Any free event held within the Shire of Capel**
c. **WA Local Government Association events (not including the Annual General Meeting or conference)**
d. **Australian Local Government Association events (not including the Annual General meeting or conference)**
e. **Shire of Capel hosted ceremonies, events and functions**
f. **Shire of Capel sponsored events**
g. **Events run by Local, State or Federal Governments**
h. **Professional bodies that are apolitical**
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All elected members and the Chief Executive Officer are entitled to attend pre-approved events, associated fees will be paid by the Shire of Capel.

The Shire President or Deputy Shire President are authorised to attend the WA Local Government Association Annual General meeting and conference, in addition three (3) or more Councillors may attend by a decision of Council. Any attendance to Australian Local Government Association conferences or meetings requires the approval of Council.

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- **e. How many invitations/tickets are offered**
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2. **Events for officers, will be approved by the Chief Executive Officer.**

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Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative~~.~~

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- **a. Party political events and fundraisers**
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- **c. Entertainment events with no link to the Shire**
- **d. Events that primarily benefit Councillors in a personal capacity or in a role other than their role at the Shire.'**

Cr Schiano Foreshadowed the Officer's Recommendation.

Cr Dillon foreshadowed the following motion:

That Council adopts the reviewed Attendance at Events Policy as follows:

'Introduction

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This policy clarifies who will pay costs associated with attending events and where certain criteria are met, enables Councillors to attend events as representatives of Council without restricting their ability to participate in Council Meetings.

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Attendance at an event in accordance with this policy will exclude the gift holder from the conflict of interest provisions if the ticket is above $300 (either one gift or cumulative over 12 months from the same donor) and the donor has a matter before Council.

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Any invitation or offer of tickets not addressed to the CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

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a. WA Local Government Association events (not including the Annual General Meeting or conference)
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3. Events requiring approval for officers are managed operationally, will be approved by the Chief Executive Officer.

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OC/2024/129 – Amended Recommendation - 13.2

Moved Cr Terrantroy, Seconded Cr Mogg.

That Council adopts the reviewed Attendance at Events Policy as follows:

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Lost 0/8

For - Nil

Against - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Noonan, Cr Sharp and Cr Terrantroy

Cr Schiano's foreshadowed officer's recommendation was put.

Cr Schiano's foreshadowed officer's recommendation lapsed for want of a seconder.

Cr Dillon's Foreshadowed motion was put.

OC/2024/130 - Foreshadowed Motion/ Councils Decision - 13.2

Moved Cr Dillon, Seconded Cr Terrantroy.

That Council adopts the reviewed Attendance at Events Policy as follows:

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Carried 8 / 0

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Noonan, Cr Sharp and Cr Terrantroy

Against - Nil

14. Infrastructure and Development Reports

14.1. RFT 22-09 Turf Maintenance - Budget Variation

Author	Manager Parks, Waste and Natural Environment, Josh Connah
Authorising Officer	Acting Director Infrastructure and Development, Samantha Chamberlain
Nature of the Decision	Contractual
Attachments	None
Confidential Status	*This item is not a confidential matter.*

Proposal

Approve a variation of the contract awarded for Request for Tender (RFT) 22-09 Turf Management of Sporting Fields for the purpose of ensuring a compliant and transparent procurement process.

Officer's Recommendation

That Council:

1. Notes and approves the total value variation of the awarded contract (RFT 22-09).
2. Allocates the Council endorsed $230,692 from the Public Open Space (POS) Capital Works Program 2024/25 for Turf Management of Sporting Fields to the schedule of rates submitted by Naturaliste Turf for RFT 22-09.
3. Notes that this is the final year of contract with Naturaliste Turf.

Background

Previous Council Decisions

- 31 August 2022 – Council accepted (OC/2022/160) the tender from Naturaliste Turf for a period of three (3) to the value of $222,000 (Attachment 14.1.1)
- 24 April 2024 – Council accepted the Program of Works 2024/25 - Public Open Spaces with a specific value of $230,692 allocated to Turf Management of Sporting Fields derived from the schedule of rates from RFT 22-09.

The Shire of Capel has an existing contract with Naturaliste Turf established on 28 September 2022, for Turf Maintenance – Sporting Fields. The contract was awarded for a three (3) year program under a schedule of rates.

The decision of Council in August 2022 awarded a value of $222,000 - was silent on the value being per annum or over the life of the contract (3 years) and did not reference the schedule of rates within the tender document. The purpose of the schedule of rates being reviewed through the presentation of RFTs to Council is to identify and project annual works expenditure requirements for future budget allocations.

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.
1.3 An inclusive community.
1.5 A healthy and active community.

Direction 2 - Manage and protect our environment:
2.3 A Shire committed to sustainable practices.

Direction 3 - Foster a dynamic, diverse, and strong local economy
3.4 Continued improvement in town centre vibrancy

Direction 5 - Provide and maintain suitable infrastructure and facilities:
5.1 Appropriate community facilities, that meet the communities' needs.

Corporate Business Plan 2023-2027

OPS 13 – Public Open Space (POS) - Implement POS Program of Works (PoW).
OPS 18 - Asset Inspections and Maintenance Programming - Scheduled audits to be conducted on all asset classes, identifying maintenance requirements to inform monthly works programs.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government Act 1995 Section 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.

Local Government Act 2020 Part 4 Planning and Financial Management.

1) A council must prepare and adopt a council plan for a period of at least the next 4 financial years after a general election in accordance with Its deliberative engagement practices.
2) A council plan must include the following:
    a) The strategic direction of the council;
    b) Strategic objectives for achieving the strategic direction;
    c) Strategies for achieving the objectives for a period of at least the next 4 financial years;
    d) Strategic indicators for monitoring the achievement of the objectives;
    e) A description of the council's initiatives and priorities for services, infrastructure and amenity;
    f) Any other matters prescribed by the regulations.

Federal Framework

There are no federal frameworks relevant to this item.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Reputation **Rating:** High	Likely	Moderate	Continue with awarded contract to enable future financial expenditure and holding a planned schedule of maintenance work.
Risk Description: The loss of this contract will impact scheduled sporting groups and school sporting programs. A set timeline of turf maintenance will allow stakeholders to forward plan activities.			
Risk 2 Service Delivery **Rating:** Medium	Likely	Moderate	Continue with contract to ensure delivery of required work as per program.
Risk Description: Contractor unable to commit to a set schedule due to prior commitments with other local councils.			

Financial Implications

Budget

The attached schedule of rates (CONFIDENTIAL Attachment 14.1.2) within RFT 22-09 identified the pricing structure for the long-term financial management of this contract. It identified the frequency of required applications / turf treatments and allowed for future budget calculations for the annual Program of Works.

The schedule of rates and the frequency of turf treatments has been used annually to calculate the per annum cost, which has then been included in annual Program of Works budgets and expenditure.

Future cost calculations (CONFIDENTIAL Attachment 14.1.4) indicate an expenditure of $230,692 over the remaining balance of this contract, and this has been allocated within the adopted 2024/25 Program of Works – Public Open Space.

Sustainability Implications

Social

Providing sustainable sporting fields in the future and ensuring fields are maintained to a high standard will ensure that future turf renovation costs are significantly reduced. Additionally, the Shire is meeting its objectives of meeting the community needs as per its commitment to the Strategic Community Plan and the Corporate Business Plan.

Economic

Securing a contract enables the Shire to secure pricing and a timeline of works for long term budget planning.

Asset

Programmed turf renovation will ensure that the Shire provides the community with sporting fields that are both sustainable and suitable for use.

Consultation/Engagement

Internal Consultation

- Governance and Procurement Team.
- Executive Management Team.
- Operations Staff.

Officer's Comment

The contract awarded to Naturaliste Turf (RFT 22-09) has been run as a schedule of rates, with all tracked spending monitored in relation to the submitted rates. This is considered best practice and allows the Shire to forward plan future expenditure.

The decision of Council in August 2022 awarded a value of $222,000 - was silent on the value being per annum or over the life of the contract (3 years) and did not reference the schedule of rates within the tender document.

The purpose of the schedule of rates being reviewed through the presentation of RFTs to Council is to identify and project annual works expenditure requirements for future budget allocations.

The Program of Works 2024/25 - Public Open Spaces has a component allocated to Turf Management of Sporting Fields. This portion was determined by using the schedule of rates submitted by Naturaliste Turf within RFT 22-09, see CONFIDENTIAL Attachment 14.1.4 for service workings. The service costs do not depict material expenditures, with this component supplied at a rate of cost plus 10%.

With a further 16 months left on the initial three (3) year contract, Shire staff have calculated the remaining forecast expenditure over this period. This amount is $230,692 and has been allocated and endorsed by Council within the Program of Works 24/25 - Public Open Space. This budget allocation will be used for the remaining life of this contract, with no further funds required.

A decision of Council regarding the variation is required to ensure that the total expenditure over the life of the contract is not at odds with the RfT awarding in August 2022.

Summary

The report to Council in August 2022 for RFT 22-09 Turf Management of Sporting Fields detailed a total cost of $222,000 was silent on the value being per annum or over the life of the contract (3 years).

This report seeks to update the previous report's financial detail and ensure compliance with contractual and procurement requirements.

Voting Requirements

Absolute Majority.

Officer's Recommendation – 14.1.

OC/2024/131 - Officer's Recommendation / Council Decision - 14.1

Moved Cr McCleery, Seconded Cr Dillon.

That Council:

1. **Notes and approves the total value variation of the awarded contract (RFT 22-09).**
2. **Allocates the Council endorsed $230,692 from the Public Open Space (POS) Capital Works Program 2024/25 for Turf Management of Sporting Fields to the schedule of rates submitted by Naturaliste Turf for RFT 22-09.**
3. **Notes that this is the final year of contract with Naturaliste Turf.**

Carried 8 / 0 with an Absolute Majority.

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Noonan, Cr Sharp and Cr Terrantroy

Against - Nil

15. Community and Corporate Reports

15.1. Accounts Paid During the Month of June 2024

Author	Finance Officer, Susan Searle
Authorising Officer	Acting Director of Community and Corporate, Stephanie Tucker
Nature of the Decision	Executive/Strategic
Attachments	1. Ampol Invoice 0000305715 [**15.1.1** - 7 pages]
Confidential Status	*This item is not a confidential matter.*

Proposal

Accounts paid during June 2024 are submitted for the endorsement of 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 June 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 EFT45844 to EFT46089, CHQ50831 to CHQ50841 equated to $2,091,388.13 during the month of June 2024.

2 Payroll payments for the month June 2024, equated to $823,830.33.

3 Transfers to and from investments as listed.

Background

Accounts paid are required to be submitted for the review of Council 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.
   e.
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;
      4. and
   b. the date of the meeting of the council to which the list is to be presented.
   c.
   d.

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

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

EFT45844	03/06/2024	DE LAGE LANDEN PTY LIMITED	LEASE OF MOWER	1,051.27
EFT45845	03/06/2024	IINET	DALYELLUP LIBRARY INTERNET -MONTHLY	119.94
EFT45846	03/06/2024	WESTNET PTY LTD	CAPEL SHIRE AND LIBRARY MONTHLY INTERNET	219.98
EFT45847	06/06/2024	ARBORGUY	TREE PRUNING WELD ROAD	198.00
EFT45848	06/06/2024	BUNBURY MACHINERY	SERVICING, PARTS AND LABOUR	2,535.25
EFT45849	06/06/2024	BUNBURY MOWER SERVICE	CHAINSAW PARTS	196.00
EFT45850	06/06/2024	HEATLEYS SAFETY & INDUSTRIAL	PPE AND UNIFORMS	456.92
EFT45851	06/06/2024	BUNBURY CITY GLASS	REPLACE TWO PANES OF GLASS IN FRONT ENTRY DOOR BOYANUP COMMUNITY CENTRE	436.26
EFT45852	06/06/2024	BENDIGO BANK BUSINESS CREDIT CARD	MAY CREDIT CARD TRANSACTIONS FROM 15 MAY 2024: 17.5.2024 - OFFICEWORKS - $108.03 - COMPENDIUM AND NOTEBOOKS - CARD 253 CEO 17.5.2024 - $453.46 - HI WEST PERTH - ACCOMMODATION FOR TRAINING - CARD 442 MFIN 18.5.2024 - SAFETY CULTURE - $250.80 - HEALTH TEAM SOFTWARE TO REPLACE PAPER REPORTS - CARD 442 MFIN 18.5.2024 - $244.72 - SAFETY CULTURE - HEALTH TEAM SOFTWARE TO REPLACE PAPER REPORTS - CARD 442 MFIN 19.5.2024 - DOT LICENCING - $54.65 - REGISTRATION FOR TRAILER - CARD 253 CEO 23.5.2024 -CAPEL FRESH - $26.15 - REFRESHMENTS	3,264.49

			FOR BRIEFINGS - CARD 253 CEO 23.5.2024 - SLIMLINE WAREHOUSE - $742.81 - TV TOUCH SCREEN FOR HEALTH SERVICES - CARD 261 DCC 24.5.2024 - MELO VELO - $170.00 - ACTIVATION OF WABN GRANT - PRIZES - CARD 442 MFIN 25.5.2024 - BUSSELTON FLORIST - $90.00 - STAFF CONDOLENCE FLOWERS - CARD 253 CEO 25.5.2024 - PAN PACIFIC - $686.20 - ACCOMMODATION FOR CONFERENCE - CARD 261 DCC 26.5.2024 - PAN PACIFIC - $341.21 - ACCOMMODATION FOR CONFERENCE - CARD 261 DCC 29.5.2024 - INTUIT MAILCHIMP - $44.46 - MONTHLY SUBSCRIPTION UPGRADE - CARD 261 DCC 30.5.2024 - CAPEL FRESH IGA - $22.35 - REFRESHMENTS FOR CHAMBERS - CARD 253 CEO 30.5.2024 - $16.00 - CARD FEE X 4 31.5.2024 - CAPEL FRESH IGA - $13.65 - FRESHMENTS FOR SWDC WORKSHOP - CARD 253 CEO	
EFT45853	06/06/2024	LISA MARIE BLEE	SPORTS PARTICIPATION SCHEME	200.00
EFT45854	06/06/2024	BINET BUILDING MAINTENANCE PTY LTD	DALYELLUP EAST PAVILION REMOVAL OF DAMAGED SEAT AND REPAIR AND SHEOK PARK GAZEBO REPAIR	1,760.00

EFT45855	06/06/2024	CROSS SECURITY SERVICES	PROVIDE QUARTERLY ALARM MONITORING SERVICE CAPEL SHIRE ADMINISTRATION BUILDING, EAST DALYELLUP PAVILION AND DALYELLUP LIBRARY	618.00
EFT45856	06/06/2024	CAPEL NEWSAGENCY	NEWSPAPER PURCHASES CAPEL LIBRARY AND STATIONERY FOR SHIRE	93.10
EFT45857	06/06/2024	COUNTRY WATER SOLUTIONS	LARGE DECODER INTERFACE FOR DALYELLUP COMMUNITY CENTRE GARDEN	10,837.75
EFT45858	06/06/2024	CARBONE BROS PTY LTD	ROBERTS ROAD STRATHAM WA - ROAD - SLK 0.08-0.38KM	50,297.22
EFT45859	06/06/2024	DALYELLUP COLLEGE	SPONSORSHIP	100.00
EFT45860	06/06/2024	DATA #3	FORTIGATE INTERNET THREAT PROTECTION	2,795.64
EFT45861	06/06/2024	ELLIOTTS FILTRATION	IRON FILTRATION SERVICES - ERLE SCOTT RESERVE AND THE GROVE	602.80
EFT45862	06/06/2024	EDGE LANDWORKS	REINSTALL DRAINAGE HOOKER STREET ROAD MAINTENANCE	5,390.00
EFT45863	06/06/2024	FLARE HR PTY LTD	VEHICLE LEASE CHARGES	522.90
EFT45864	06/06/2024	GOLDEN WEST PLUMBING AND DRAINAGE	REPAIR DAMAGES AND UNBLOCK SINK AT BOYANUP COMMUNITY CENTRE, REPLACE DAMAGED SINK AT GELORUP COMMUNITY CENTRE AND RPZ TESTING AT CAPEL BFB SHED	1,853.50
EFT45865	06/06/2024	HUTTON CONCRETE	SUPPLY AND INSTALL 8 PAD FOOTINGS FOR SEA CONTAINER STRUCTURE AND SUPPLY AND INSTALL ACCESS RAMP	6,556.00
EFT45866	06/06/2024	INNOVATION INDUSTRIES PTY LTD	NBIOT CONNECTIVITY PLAN FY 24/25	148.50

EFT45867	06/06/2024	SOUTH WEST ISUZU	SERVICE OF TRUCK AND OIL	2,419.53
EFT45868	06/06/2024	JO MCKEOWN	TRAINING EXPENSES	147.35
EFT45869	06/06/2024	Nara Training & Assessing	WHITE CARD COURSE	100.00
EFT45870	06/06/2024	OPTUS BILLING SERVICES PTY LTD	MONTHLY FIXED LINE AND MOBILE EXPENSES	1,677.02
EFT45871	06/06/2024	PENDREY RURAL SUPPLIES	STREET TREES	2,694.00
EFT45872	06/06/2024	PHARMAUST MANUFACTURING	FBF BOTTLES	884.27
EFT45873	06/06/2024	PRIME INDUSTRIAL PRODUCTS	TRUCK WASH	115.06
EFT45874	06/06/2024	RECRUITWEST PTY LTD	LABOUR HIRE	6,065.72
EFT45875	06/06/2024	CAPEL SENIOR CITIZENS	REIMBURSEMENT FOR COMMUNITY BUS HIRE	504.00
EFT45876	06/06/2024	SYNERGY	ELECTRICITY	48,601.50
EFT45877	06/06/2024	SDH PAINTING & DECORATING	DALYELLUP SKATEPARK GRAFFITI REMOVAL	308.00
EFT45878	06/06/2024	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL CHECKS	77.00
EFT45879	06/06/2024	SOUTH REGIONAL TAFE	TRAINEESHIP COURSE FEES	1,693.20
EFT45880	06/06/2024	TOTALLY WORKWEAR	EMPLOYEE UNIFORM ALLOWANCES	777.59
EFT45881	06/06/2024	TOTAL GREEN RECYCLING PTY LTD	TRANSPORT OF E-WASTE AND E-WASTE DISPOSAL AND PROCESSING	3,866.74
EFT45882	06/06/2024	NUTRIEN WATER	TIFFANY CENTRE ROAD MAINTENANCE PARTS AND PUMP FOR NORTHERN LAKE	6,826.03
EFT45883	06/06/2024	TJS FAMILY BUTCHERS	SAUSAGES FOR COG2 DAY	152.65
EFT45884	06/06/2024	T-QUIP	PARTS FOR ROTARY MOWER	559.35
EFT45885	06/06/2024	TYREPOWER CAPEL	FLEET VEHICLE SERVICE	410.00
EFT45886	06/06/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	34.67
EFT45887	06/06/2024	WESTRAC EQUIPMENT	LOADER PARTS	869.59
EFT45888	06/06/2024	ANITA SCOTT	COG EXPENSES	102.50
EFT45889	11/06/2024	PRECISION ADMINISTRATION SERVICES PTY LTD	SUPERANNUATION MAY 2024	92,737.01
EFT45890	12/06/2024	AUSTRALIA POST	POSTAGE	1,726.84
EFT45891	12/06/2024	AUSTRALIA DAY COUNCIL OF WA (INC)	SILVER MEMBERSHIP SUBSCRIPTION	400.00

EFT45892	12/06/2024	AMPAC DEBT RECOVERY	DEBT COLLECTION FEES	1,245.75
EFT45893	12/06/2024	AMITY SIGNS	ROAD SIGNS	1,020.80
EFT45894	12/06/2024	ATELIER HOUSE OF EVENTS	LOST & FOUND 2024 FUNDING CONTRIBUTION	11,000.00
EFT45895	12/06/2024	ARBORGUY	VARIOUS STREET TREE PRUNING AND REMOVAL INCLUDING ANNUAL URBAN STREET TREE PRUNING INCLUDING TRAFFIC MANAGEMENT	67,947.00
EFT45896	12/06/2024	BUNBURY MOWER SERVICE	2 NEW CHAINSAWS AND CONSUMABLES	1,718.20
EFT45897	12/06/2024	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	316.13
EFT45898	12/06/2024	HEATLEYS SAFETY & INDUSTRIAL	PPE AND UNIFORMS	581.68
EFT45899	12/06/2024	BUSSELTON-DUNSBOROUGH ENVIRONMENT CENTRE	30 X A JOURNEY INTO THE LUDLOW TUART FORREST BOOKS	330.00
EFT45900	12/06/2024	BOYLES PLUMBING & GAS	WORKS COMPLETED AT FETTLERS PARK, BOYANUP	340.40
EFT45901	12/06/2024	BUNBURY AUTO ELECTRICS	REMOVE OLD BEACON AND FIT MINI LIGHT BARS AND BRACKETS TO FLEET VEHICLE	921.80
EFT45902	12/06/2024	BUNBURY APPLIANCE SERVICE	CHECK AND SERVICE WESTINGHOUSE COOKTOP AND OVEN AT DALYELLUP PAVILION	130.50
EFT45903	12/06/2024	BP AUSTRALIA	FUEL SUPPLIES	16,566.28
EFT45904	12/06/2024	CAPELBERRY CAFE	VOUCHER FOR RAFFLE FOR YOUTH WEEK EVENT	50.00
EFT45905	12/06/2024	COUNTRY WATER SOLUTIONS	RETICULATION PARTS	3,405.48
EFT45906	12/06/2024	CEDAR WOODS PROPERTIES LTD	RATES REFUND	12,389.37
EFT45907	12/06/2024	COLROYS COUNTRY KITCHEN	OCM AND LIBRARY EVENT CATERING	272.00
EFT45908	12/06/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	438.15

EFT45909	12/06/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BSL MAY 2024 REMITTANCE	16,894.80
EFT45910	12/06/2024	GANNAWAYS CHARTERS AND TOURS	BUS CHARTER FOR PERTH OUTDOOR LIVING FESTIVAL	1,980.00
EFT45911	12/06/2024	GEOGRAPHE FORD	FLEET VEHICLE SERVICE	350.00
EFT45912	12/06/2024	GOLDEN WEST PLUMBING AND DRAINAGE	REPAIR OF THE ATU UNIT AT CAPEL SPORTS PAVILION AND TESTING OF RPZ AT CAPEL BFB SHED	376.75
EFT45913	12/06/2024	HATCH PTY LTD	AGRI BUSINESS PRECINCT	10,475.69
EFT45914	12/06/2024	A INGRAM	AIRFYER FOR LIBRARY AND LIBRARY SUPPLIES	152.50
EFT45915	12/06/2024	INVESTING IN OUR YOUTH INC.	CATERING FOR DALYELLUP YOUTH COLLECTIVE PROGRAM	320.00
EFT45916	12/06/2024	INSTRUMENT CHOICE PTY LTD	FOOD THERMOMETER FOR HEALTH DEPARTMENT	1,047.20
EFT45917	12/06/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	ZOOM SESSION	638.00
EFT45918	12/06/2024	LD TOTAL	MAIDMENT PARADE VEGETATION REMOVAL INCLUDING LABOUR, DISPOSAL AND TIP FEES	12,155.00
EFT45919	12/06/2024	MUIR'S MANJIMUP	FLEET VEHICLE SERVICE	720.90
EFT45920	12/06/2024	MCDONALD FENCING	SUPPLY AND INSTALL 42 METRES OF PINE DOMED TOP BOLLARDS	3,338.50
EFT45921	12/06/2024	OFFICEWORKS SUPERSTORES PTY LTD	GELORUP GAZETTE - PRINTING SUPPLIES	502.95
EFT45922	12/06/2024	PROMOTE YOU	5 X NAME BADGES	275.00
EFT45923	12/06/2024	PENDREY RURAL SUPPLIES	SAFEGUARD CARGO NETS	1,230.00
EFT45924	12/06/2024	SIMONE PES	LIBRARY EVENT EXPENSES	57.99
EFT45925	12/06/2024	AUSTRALIAN TAXATION OFFICE	PAYG	81,746.00
EFT45926	12/06/2024	STEWART & HEATON CLOTHING CO PTY LTD	BFB PPE	574.73

EFT45927	12/06/2024	SOS OFFICE EQUIPMENT	PRINTING COSTS (METER BILLING)	1,346.51
EFT45928	12/06/2024	SYNERGY	ELECTRICITY	2,395.85
EFT45929	12/06/2024	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL CHECKS	77.00
EFT45930	12/06/2024	SIGNSMITHS	FIGHT THE BITE SIGNS	3,608.00
EFT45931	12/06/2024	SMARTSALARY	PAYROLL DEDUCTIONS	894.07
EFT45932	12/06/2024	SURVEYTECH TRAFFIC SURVEYS PTY LTD	LEGAL EXPENSES FOR SAT HEARING	6,974.00
EFT45933	12/06/2024	TOTALLY WORKWEAR	STAFF UNIFORM ALLOWANCES	230.20
EFT45934	12/06/2024	TRAFFIC FORCE	JAMIESON ROAD TRAFFIC MANAGEMENT	3,947.75
EFT45935	12/06/2024	TARVIA	ANNUAL MAINTENANCE OF TIMBER STRUCTURES	27,526.40
EFT45936	12/06/2024	NUTRIEN WATER	IRRIGATION PARTS INCLUDING DALYELLUP BOULEVARD DRAINAGE RESERVE	41,330.83
EFT45937	12/06/2024	TIMBER INSIGHT PTY LTD	ANNUAL BRIDGE MAINTENANCE	5,362.50
EFT45938	12/06/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	94.24
EFT45939	12/06/2024	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPER FOR AUSTIN ROAD	410.75
EFT45940	12/06/2024	VERAISON PTY LTD	LEADERSHIP AND CULTURAL DEVELOPMENT PROGRAM	34,283.34
EFT45941	12/06/2024	WESTRAC EQUIPMENT	PARTS FOR LOADER	1,172.55
EFT45942	12/06/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 76 PAYMENT	84,004.51
EFT45943	12/06/2024	THE PRINT SHOP	MAGNETS FOR SCHOOLS - WASTE SORTED GRANT AND FLAG WEIGHTS	577.50
EFT45944	12/06/2024	WESTSIDE TILT TRAY SERVICES	TOWING OF VEHICLE	165.00
EFT45945	12/06/2024	WOOLWORTHS LIMITED (WA)	ITEMS FOR ANNA DOWNES EVENT	65.45
EFT45946	12/06/2024	CONSTRUCTION TRAINING FUND	BCITF LEVY MAY 2024	41.75
EFT45947	14/06/2024	ARTEIL (WA) PTY LTD	OFFICE CHAIRS	1,806.20
EFT45948	14/06/2024	BENDIGO BANK EMERGENCY SERVICES DEBIT CARD	BRB TRAINING AND NEW VEHICLE PLATE SWAP FEES	211.10

EFT45949	14/06/2024	LISA MARIE BLEE	SPORTS PARTICIPATION SCHEME	200.00
EFT45950	14/06/2024	ENVIRONMENTAL HEALTH AUSTRALIA	WORLD CONGRESS ENVIRONMENTAL HEALTH CONFERENCE	2,290.50
EFT45951	14/06/2024	CR P McCLEERY	TRAVEL REIMBURSEMENT	273.00
EFT45952	14/06/2024	GORDON MACMILE	REIMBURSE INTERNET EXPENSES	100.00
EFT45953	14/06/2024	BERENDINE VAN ZYL	REFUND ON REGISTRATION DUE TO DOG STERILISATION	150.00
EFT45954	17/06/2024	TELSTRA CORPORATION LTD	MOBILE CHARGES	473.91
EFT45955	17/06/2024	TELSTRA CORPORATION LTD	LANDLINE CHARGES	330.53
EFT45956	20/06/2024	AMPAC DEBT RECOVERY	DEBT RECOVERY FEES	2,833.20
EFT45957	20/06/2024	ASTRAL SIGNS	WASTE TRANSFER STATION SIGNS	396.00
EFT45958	20/06/2024	THIRLMERE PTY LTD T/A ARB BUNBURY	15000KG SNATCH STRAP FOR FLEET VEHICLE	446.00
EFT45959	20/06/2024	ARBORGUY	TREE PRUNING AND REMOVAL	2,736.25
EFT45960	20/06/2024	BUNBURY MOWER SERVICE	CONSUMABLES AND MAINTENANCE ON PLANT	1,622.90
EFT45961	20/06/2024	BELL FIRE EQUIPMENT COMPANY	BFB VEHICLE REPAIRS	473.00
EFT45962	20/06/2024	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	934.57
EFT45963	20/06/2024	HEATLEYS SAFETY & INDUSTRIAL	PPE AND UNIFORMS	91.30
EFT45964	20/06/2024	BUNBURY PLUMBING SERVICES	PUMP OUT OF SEPTIC TANKS	892.90
EFT45965	20/06/2024	BUNBURY FARMERS MARKET	PURCHASE OF FOOD AS PART OF THE EVERY CLUB GRANT- STRATEGIC PLANNING WORKSHOPS	149.96
EFT45966	20/06/2024	BP AUSTRALIA	DIESEL FUEL SUPPLY	7,173.61
EFT45967	20/06/2024	COUNTRY WATER SOLUTIONS	RETICULATION PARTS	591.86
EFT45968	20/06/2024	CURATION DESIGN	PUBLIC RELATIONS SERVICES INCLUDING MEDIA RELEASE, SCRIPTS AND TALKING POINTS	467.50
EFT45969	20/06/2024	COLROYS COUNTRY KITCHEN	DIESEL FUEL DUE TO DEPOT NOT WORKING	1,014.08

EFT45970	20/06/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	438.15
EFT45971	20/06/2024	DEPARTMENT OF TRANSPORT	DISCLOSURE OF INFORMATION FEES	22.00
EFT45972	20/06/2024	DALYELLUP NEWS & LOTTERIES	NEWSPAPER PURCHASES DALYELLUP LIBRARY	81.00
EFT45973	20/06/2024	Dept of Fire and Emergency Services (DFES).	ESL QTR 4	114,270.25
EFT45974	20/06/2024	FIT 2 WORK.COM.AU	EMPLOYEE POLICE CHECKS	81.18
EFT45975	20/06/2024	FLARE HR PTY LTD	VEHICLE LEASE CHARGES	522.90
EFT45976	20/06/2024	AE HOSKINS BUILDING SERVICES	REPAIRS WALK WAY AT WICKLOW WETLANDS	2,172.12
EFT45977	20/06/2024	INTERFIRE AGENCIES PTY LTD	BFB HELMET STICKERS	92.40
EFT45978	20/06/2024	SOUTH WEST ISUZU	BFB VEHICLE REPAIRS	1,603.95
EFT45979	20/06/2024	KEN NEILL SERVICES	RELOCATE DOOR OPENING AT THE CAPEL SENIORS CITIZENS	943.80
EFT45980	20/06/2024	LANDGATE	LAND VALUATIONS	172.95
EFT45981	20/06/2024	LD TOTAL	GELORUP COMMUNITY CENTRE GARDEN EXPENSES	1,866.15
EFT45982	20/06/2024	LITTLE RIPPERS	REPLACEMENT SMART DOG BAG DISPENSERS	478.50
EFT45983	20/06/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LEADERSHIP AND CULTURAL DEVELOPMENT PROGRAM	3,000.00
EFT45984	20/06/2024	MCDONALD FENCING	PORTOBELLO ROAD DALYELLUP - REPAIR GARDEN BED WIRE ROPE FENCING	1,160.50
EFT45985	20/06/2024	JAIMI HENDERSON	CROSSOVER SUBSIDY	577.25
EFT45986	20/06/2024	M MOOTHEN	RATES REFUND	604.05
EFT45987	20/06/2024	NETSIGHT CONSULTING PTY LTD	12 MONTH MYOSH SUBSCRIPTION	1,026.30
EFT45988	20/06/2024	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY	486.10
EFT45989	20/06/2024	Outback Imaging Pty Ltd	ANNUAL SCANNING SOFTWARE MAINTENANCE RENEWAL	1,033.26

EFT45990	20/06/2024	KRISTIE DOHERTY	TEAM DEVELOPMENT EXPENSES	14.98
EFT45991	20/06/2024	PROTECTOR FIRE SERVICES	INVESTIGATE FAULT WITH FIRE PANEL AT BOYANUP COMMUNITY CENTRE	709.50
EFT45992	20/06/2024	PENDREY RURAL SUPPLIES	MURTON PARK TREE STAKES AND GUARDS	1,798.50
EFT45993	20/06/2024	P E CIVIL	SURFACE FIRE ACCESS WAY IN RYELANDS RESERVE	40,062.00
EFT45994	20/06/2024	AUSTRALIAN TAXATION OFFICE	PAYG	85,584.44
EFT45995	20/06/2024	RECRUITWEST PTY LTD	LABOUR HIRE	4,607.70
EFT45996	20/06/2024	SOUTHERN LOCK & SECURITY	REPLACEMENT OF BATTERY IN DURESS ALARM FOB & RESET CONTROLLER PANEL IN CAPEL LIBRARY/COMMUNITY CENTRE	430.49
EFT45997	20/06/2024	SYNERGY	ELECTRICITY	37,617.78
EFT45998	20/06/2024	SOUTH WEST SOILS AND LANDSCAPING SUPPLIES	BRICKIES SAND FOR BOYANUP MEMORIAL PARK	156.00
EFT45999	20/06/2024	TOTALLY WORKWEAR	PPE AND UNIFORMS	668.25
EFT46000	20/06/2024	TYREPOWER CAPEL	FLEET VEHICLE TYRES	310.00
EFT46001	20/06/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	51.04
EFT46002	20/06/2024	STEPHANIE TUCKER	COG ACTIVITY EXPENSES	22.20
EFT46003	20/06/2024	UNITING GLOBAL	CLEANING OF SHIRE TOILET BLOCKS	18,597.33
EFT46004	20/06/2024	READYTECH - NEW CREDITOR USE V004	ANNUAL SUBSCRIPTIONS	135,493.07
EFT46005	20/06/2024	WORK CLOBBER BUNBURY	PPE	64.60
EFT46006	20/06/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	REPAYMENT OF LOAN NO. 75	33,012.87
EFT46007	20/06/2024	WOOLKABUNNING KIAKA ABORIGINAL CORPORATION	MINOR COMMUNITY GRANT ROUND 2 _ 23/24	2,025.10
EFT46008	20/06/2024	WOOLWORTHS LIMITED (WA)	PET SUPPLIES	66.40
EFT46009	21/06/2024	NATURALISTE TURF	TURF MAINTENANCE	3,777.00
EFT46010	21/06/2024	RECRUITWEST PTY LTD	LABOUR HIRE	4,374.08
EFT46011	21/06/2024	NUTRIEN WATER	RETICULATION PARTS	100.67
EFT46012	23/06/2024	IINET	MONTHLY INTERNET FOR DEPOT	109.99
EFT46013	20/06/2024	FINRENT PTY LTD	LEASING COSTS FOR PRINTERS	1,552.09

EFT46014	21/06/2024	AMPOL	FUEL CARDS MONTHLY FUEL	7,247.97
EFT46015	25/06/2024	AUSQ TRAINING	TRAINING EXPENSES	766.00
EFT46016	25/06/2024	ARBORGUY	MIDDLE LAKE TREE PRUNING AND HIRE OF CHIPPER AND GENERAL TREE PRUNING	31,142.10
EFT46017	25/06/2024	BELL FIRE EQUIPMENT COMPANY	BFB VEHICLE REPAIRS	605.00
EFT46018	25/06/2024	B & B STREET SWEEPING	STREET SWEEPING CAPEL CIVIC PRECINCT	7,322.70
EFT46019	25/06/2024	BUNBURY REGIONAL ENTERTAINMENT CENTRE	ANNUAL LOCAL GOVERNMENT CONTRIBUTION FOR FY2023/24	11,000.00
EFT46020	25/06/2024	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	52.52
EFT46021	25/06/2024	HEATLEYS SAFETY & INDUSTRIAL	PPE	560.71
EFT46022	25/06/2024	BOYANUP BOTANICAL	PLANTS FOR CITIZENSHIP CEREMONY	114.00
EFT46023	25/06/2024	BUDGET CAR & TRUCK RENTALS	LEASE OF TOYOTA 4X4 DUAL CAB	2,840.60
EFT46024	25/06/2024	BROOKS HIRE SERVICE PTY LTD	MULTI TYRE AND SMOOTH DRUM ROLLER HIRE	3,908.50
EFT46025	25/06/2024	WINC AUSTRALIA PTY LTD	STATIONERY	702.60
EFT46026	25/06/2024	CLEANAWAY	MONTHLY WASTE REMOVAL AND MAINTENANCE	212,662.28
EFT46027	25/06/2024	CATALYSE	CULTYR EMPLOYEE PULSE SCORECARD	1,650.00
EFT46028	25/06/2024	CAPEL CLEANING	WEEKLY CLEAN OF THE TOILETS, TRANSPORTABLES AND ICE MACHINE AT DEPOT	693.00
EFT46029	25/06/2024	CJ CIVIL SOLUTIONS	WEST ROAD DRAINAGE REPLACEMENT COSTS	98,844.24
EFT46030	25/06/2024	TJ DEPIAZZI & SONS	MULCH AND DELIVERY FOR TIFFANY CENTRE	1,637.79
EFT46031	25/06/2024	CR ASHLEY DILLON	JUNE 2024 REMUNERATION	4,356.75
EFT46032	25/06/2024	ERG ELECTRICS PTY LTD	ESL QTR 4	9,372.00
EFT46033	25/06/2024	EARTH 2 OCEAN COMMUNICATIONS	GELORUP BFB RADIO REPAIRS	811.40

EFT46034	25/06/2024	EDGE LANDWORKS	INSTALL FIRE ACCESS TRACKS AT BOYANUP CEMETERY	16,880.00
EFT46035	25/06/2024	CR JOHN FERGUSSON	JUNE 2024 REMUNERATION	4,356.75
EFT46036	25/06/2024	AE HOSKINS BUILDING SERVICES	SUPPLY AND INSTALL OF TILES AT THE DALYELLUP BEACH TOILETS AND GELORUP SKATE PARK	40,081.54
EFT46037	25/06/2024	CONNECT CALL CENTRE SERVICES	AFTER HOURS CALL ANSWERING AND RE-DIRECTION SERVICE	261.69
EFT46038	25/06/2024	INTEGRITY MANAGEMENT SOLUTIONS PTY LTD	ATTAIN SUBSCRIPTION	9,350.00
EFT46039	25/06/2024	JETLINE KERBING CONTRACTORS	KERB AND SLAB MAINTENANCE AT RICH ROAD CARPARK AND GELORUP COMMUNITY CENTRE AND TRAFFIC MANAGEMENT AND WORKS AT RAMSAY ROAD AND HARDY TERRACE	50,719.90
EFT46040	25/06/2024	CR DOUG KITCHEN	REMUNERATION	11,567.00
EFT46041	25/06/2024	LANDGATE	IMAGERY EXTRACT AND LAND VALUATIONS	2,003.54
EFT46042	25/06/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	MEMBERSHIP SUBSCRIPTION	46.26
EFT46043	25/06/2024	MAINSPRAY	LEWANA PUBLIC OPEN SPACE - SLASHING	2,420.00
EFT46044	25/06/2024	CR ROSINA MAY MOGG	REMUNERATION	4,356.75
EFT46045	25/06/2024	CR P McCLEERY	REMUNERATION	4,356.75
EFT46046	25/06/2024	MCLEODS BARRISTERS AND SOLICITORS	LEGAL ADVICE	6,457.26
EFT46047	25/06/2024	CR KIERAN JAMES NOONAN	REMUNERATION	4,356.75
EFT46048	25/06/2024	THE NIGHTGUARD SECURITY SERVICES (WA) PTY LTD	PROVIDE ALARM RESPONSE FOR SECURITY TO SHIRE PREMISES	4,756.67
EFT46049	25/06/2024	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	1,784.80

EFT46050	25/06/2024	OPTUS BILLING SERVICES PTY LTD	SHIRE MONTHLY INTERNET	215.00
EFT46051	25/06/2024	OMNICOM MEDIA GROUP PTY LTD	ADVERTISING	2,756.56
EFT46052	25/06/2024	PROTECTOR FIRE SERVICES	CAPEL LIBRARY AND BOYANUP COMMUNITY CENTRE FIRE PANEL MONTHLY INSPECTION AND SERVICE	247.50
EFT46053	25/06/2024	PICTON CIVIL PTY	ASBESTOS REMOVAL FROM WASTE TRANSFER STATION	1,243.00
EFT46054	25/06/2024	THE PLANT SUPPLY CO	PLANTS FOR MAIDMENT PARADE GARDENS AND NAROONA DRIVE POS	46,025.27
EFT46055	25/06/2024	REPCO A DIVISION OF GPC ASIA PACIFIC PTY LTD	SHIRE TRAILER PARTS	244.20
EFT46056	25/06/2024	RECRUITWEST PTY LTD	LABOUR HIRE	2,880.74
EFT46057	25/06/2024	STEWART & HEATON CLOTHING CO PTY LTD	BFB PPE	2,053.26
EFT46058	25/06/2024	SOUTHERN LOCK & SECURITY	REPAIR OF THE ALARM AT THE CAPEL L:IBRARY.	565.00
EFT46059	25/06/2024	SOUTH WEST LANDSCAPE COLLECTIVE PTY LTD	DRAFT DETAILED DESIGNS AND CONSTRUCTION DRAWING PACKAGE CAPEL DRIVE PARK	13,176.90
EFT46060	25/06/2024	STEANN PTY LTD	GREEN WASTE VERGE SIDE COLLECTION	42,471.00
EFT46061	25/06/2024	SYNERGY	ELECTRICITY	219.95
EFT46062	25/06/2024	DONNA SIMS	ACCOMMODATION FOR TRAINING	143.65
EFT46063	25/06/2024	SEEK	ANNUAL SEEK ADVERTISING CONTRACT	484.00
EFT46064	25/06/2024	CR SEBASTIAN SCHIANO	REMUNERATION	5,546.50
EFT46065	25/06/2024	SOUTH REGIONAL TAFE	TRAINING	111.00
EFT46066	25/06/2024	SMARTSALARY	SMARTSALARY DEDUCTIONS	894.07
EFT46067	25/06/2024	SAFER SANDS	SHIRE PARKS SAND CLEANING	9,005.37
EFT46068	25/06/2024	THERESA ANNE SHARP	REMUNERATION	4,356.75
EFT46069	25/06/2024	TOTALLY WORKWEAR	UNIFORM ALLOWANCES	400.40
EFT46070	25/06/2024	TRAFFIC FORCE	TRAFFIC CONTROL TUART DRIVE ROAD MAINTENANCE	8,232.87

EFT46071	25/06/2024	CR CHRISTINE TERRANTROY	REMUNERATION	4,356.75
EFT46072	25/06/2024	NUTRIEN WATER	RETICULATION PARTS	401.50
EFT46073	25/06/2024	TENDERLINK	ADVERTISING	721.60
EFT46074	25/06/2024	TOTAL TOOLS BUNBURY PTY LTD	FLEET VEHICLE PARTS	2,527.00
EFT46075	25/06/2024	TUTT BRYANT HIRE	PLANT HIRE FOR ROAD MAINTENANCE	11,343.54
EFT46076	25/06/2024	TYREPOWER CAPEL	FLEET VEHICLE SERVICE AND TYRES	1,100.00
EFT46077	25/06/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	112.56
EFT46078	25/06/2024	TALIS CONSULTANTS PTY LTD	REVIEW THE DRAFT ASSET MANAGEMENT STRATEGY	1,985.50
EFT46079	25/06/2024	READYTECH	AMENDMENTS TO DOG & CAT REGISTRATION CERTIFICATE	554.40
EFT46080	25/06/2024	WREN OIL	OIL WASTE DISPOSAL	247.50
EFT46081	25/06/2024	WURTH AUSTRALIA PTY LTD	CONSUMABLES AND PPE	890.54
EFT46082	26/06/2024	B & B STREET SWEEPING	DRAINAGE MAINTENANCE ON NORTON PROMENADE	2,332.00
EFT46083	26/06/2024	GOLDEN WEST PLUMBING AND DRAINAGE	REPAIR OF THE ATU UNIT AT CAPEL SPORTS PAVILION	220.00
EFT46084	26/06/2024	LOCUS GLOBAL (AUSTRALIA) PTY LTD	LOCAL GOVERNMENT SUBSCRIPTION YEAR 2	9,350.00
EFT46085	26/06/2024	RECRUITWEST PTY LTD	LABOUR HIRE	2,822.41
EFT46086	26/06/2024	SYNERGY	ELECTRICITY	879.34
EFT46087	26/06/2024	TRAFFIC FORCE	TRAFFIC CONTROL FOR TUART DRIVE VERGE PLANTING AND MAIDMENT PARADE WORKS	13,375.23
EFT46088	26/06/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	REPAYMENT OF LOAN NO. 89	72,089.62
EFT46089	26/06/2024	WOOLWORTHS LIMITED (WA)	CATERING FOR LIBRARY EVENT	129.20
50831	06/06/2024	DEPARTMENT OF TRANSPORT - VEHICLE LICENSING	SPECIAL PLATE	200.00
50832	06/06/2024	WATER CORPORATION	WATER USAGE	273.37
50833	12/06/2024	CITY OF BUNBURY	VOLUNTEER RECOGNITION PROGRAM - BUNBURY / GEOGRAPHE VOLUNTEER SERVICE TO SPORT AWARD	1,500.00

50834	12/06/2024	SHIRE OF CAPEL	CANCELL CHEQUE	0.00
50835	12/06/2024	DALYELLUP COLLEGE	REPAYMENT OF RETURNED FUNDS	100.00
50836	12/06/2024	SHIRE OF CAPEL	BSL MAY COMMISSION	258.25
50837	17/06/2024	SHIRE OF DARDANUP	CONSORTIA LIBRARY EXPENSES	98.90
50838	17/06/2024	WATER CORPORATION	WATER USAGE	1,820.22
50839	20/06/2024	SHIRE OF CAPEL	PETTY CASH RECOUP	141.15
50840	26/06/2024	DEPARTMENT OF TRANSPORT - VEHICLE LICENSING	SPECIAL PLATE	200.00
50841	26/06/2024	WATER CORPORATION	WATER USAGE	2,520.59
				2,091,388.13

02.06.2024	SHIRE OF CAPEL PAYROLL PAYMENTS	$270,242.33
06.06.2024	SHIRE OF CAPEL PAYROLL PAYMENTS	$15,760.05
17.06.2024	SHIRE OF CAPEL PAYROLL PAYMENTS	$1,652.35
16.06.2024	SHIRE OF CAPEL PAYROLL PAYMENTS	$274,290.61
30.06.2024	SHIRE OF CAPEL PAYROLL PAYMENTS	261,884.99
		$823,830.33

06.06.2024	NAB TERM DEPOSIT REDEMPTION	-$1,050,779.74
06.06.2024	NAB TERM DEPOSIT	$1,050,779.74
13.06.2024	NAB TERM DEPOSIT REDEMPTION	-$1,661,807.52
13.06.2024	NAB TERM DEPOSIT	$1,661,807.52
13.06.2024	NAB TERM DEPOSIT REDEMPTION	-$1,050,779.74
13.06.2024	NAB TERM DEPOSIT	$1,050,779.74
13.06.2024	MACQUARIE TERM DEPOSIT REDEMPTION	-$1,011,967.12
13.06.2024	MACQUARIE TERM DEPOSIT	0
20.06.2024	NAB TERM DEPOSIT REDEMPTION	-$1,093,652.91
20.06.2024	NAM TERM DEPOSIT	$1,093,652.91
20.06.2024	NAB TERM DEPOSIT REDEMPTION	-$2,179,050.70
20.06.2024	NAB TERM DEPOSIT	$2,179,050.70
20.06.2024	NAB TERM DEPOSIT REDEMPTION	-$1,089,595.89
20.06.2024	NAB TERM DEPOSIT	$1,089,595.89
20.06.2024	MACQUARIE TERM DEPOSIT REDEMPTION	-$1,011,992.05
20.06.2024	MACQUARIE TERM DEPOSIT	$0
20.06.2024	MACQUARIE TERM DEPOSIT REDEMPTION	-$1,011,992.05
20.06.2024	MACQUARIE TERM DEPOSIT	$0
		-$3,035,951.22

Summary

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed 17 July 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 – 15.1.

OC/2024/132 - Officer's Recommendation/Council Decision – 15.1

Moved Cr Fergusson, Seconded Cr Mogg.

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 June 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 EFT45844 to EFT46089, CHQ50831 to CHQ50841 equated to $2,091,388.13 during the month of June 2024.

2 Payroll payments for the month of June 2024, equated to $823,830.33.

3 Transfers to and from investments as listed.

Carried 8 / 0

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Noonan, Cr Sharp and Cr Terrantroy

Against - Nil

15.2. Adoption of Annual Budget and Differential Rates for 2024/25

Author	Director Community and Corporate Services, Samantha Chamberlain
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Executive/Strategic Legislative
Attachments	1. 2024-25 Schedule of Public Submissions [**15.2.1** - 61 pages] 2. 2024-25 Annual Budget [**15.2.2** - 30 pages] 3. 2024-25 Detailed Account Schedules [**15.2.3** - 12 pages] 4. 2024-25 Capital Works Program [**15.2.4** - 6 pages] 5. 2024-25 Rates Objects and Reasons (Final) [**15.2.5** - 6 pages] 6. 2024-25 Fees and Charges Schedule (Final) [**15.2.6** - 12 pages]
Confidential Status	*This item is not a confidential matter.*

Proposal

Local governments are required by the *Local Government Act 1995* to prepare an Annual Budget for the financial management of the Shire's Municipal Fund.

The Shire of Capel have now concluded the process required to develop, publicly advertise and seek submissions on the 2024/25 Draft Annual Budget and Rating Strategy, with no modifications proposed.

The 2024/25 Annual Budget and Differential Rate Structure is presented to the Council for final adoption.

Officer's Recommendation

That Council review and adopt the Annual Budget and Differential Rate Structure for the 2024/25 financial year as presented. The Council consider and accept the nine (9) recommendations listed below which are detailed in full at the end of this report:

1. Adopts the presented differential, minimum and specified area rates for the year ending 30 June 2025.
2. In accordance with Section 6.2 of the *Local Government Act 1995*, adopts the Annual Budget for the year ending 30 June 2025.
3. In accordance with Section 6.16 of the *Local Government Act 1995*, adopts the Schedule of Fees and Charges.
4. Grants a rate concession for 2024/25, under Section 6.47 of the *Local Government Act 1995*, to limit the specified area rate collection for Dalyellup Parks and Reserves Maintenance.
5. Grants a rate concession for 2024/25, under Section 6.47 of the *Local Government Act 1995*, to GL Roberts for Sussex Location 1328 Capel Tutunup Road (A94).
6. In accordance with Section 6.45 (1) (b) of the Local Government Act 1995, offer rates payment options.
7. In accordance with *Local Government Financial Management Regulation* 1996 r.34(5), adopts a percentage of plus or minus 10.00% to be used for the reporting of budget variances.
8. In accordance with Section 3.18 of the *Local Government Act 1995*, advises it is satisfied with the services and facilities it provides.
9. Adopts the 2024/25 Rates 'Objects and Reasons' document for the 2024/25 financial year.

Background

In line with the *Local Government Act 1995*, Section 6.32 Rates and Service Charges, when adopting the Annual Budget, a local government is to make up any budget deficiency through the imposition of a general rate on rateable land within the district.

Through the Rating and Draft Annual Budget development process, the Executive and Councillors have been actively engaged in realising the requirements to securing the Shire's current and future financial position. A series of workshops have been delivered to support the presentation of important topics, aid collaboration between Councillors and Shire Officers and reach a shared understanding.

There have been several workshops focussing on the Shire's assets and infrastructure, and the direction the Shire will take with the continued maintenance of our assets including associated resourcing requirements and service level delivery.

For 2024/25, the design of a rating strategy is significantly more complex than in previous years, due to Landgate's revaluation of all gross rental value properties (GRV) within the Shire during 2023/24.

Historically, Landgate schedules revaluations to GRV properties every three years and unimproved value (UV) properties are revalued every year. However, due to the COVID-19 Pandemic, Landgate postponed GRV property revaluations for a further two years meaning during this period, rates were levied against these properties using outdated (and significant lower) values that were not reflective or responsive to the property market's inflationary increases.

With the property revaluation process completed, the Shire received the data file in late April 2024 from Landgate containing updated valuations of all the properties and vacant land registered within the Shire.

On review of the valuation data, it was clearly evident that significant property increases, mainly in the residential property zones had occurred, and validated the circumstances being experienced by renters and buyer / sellers throughout the community and across the State.

In summary, the average revaluation percentage increase to GRV and UV lots are as follows:

- Residential + 48.02%
- Commercial + 4.18%
- Industrial + 27.46%
- Rural & Rural Commercial + 15.64%

Based on the above revaluation, it was evident that an adjustment to the rate (cents) in the dollar in mainly the residential rate zones, being impacted the most, is necessary to mitigate the inflationary increase to property values, knowing this would partially ease the financial burden on rate payers, albeit still seeing an increase to their annual rates due to their property values significantly increasing.

Various models were presented to the Council as a basis for discussion, calculating varying adjustments to the rate in the dollar across the residential rate zones, and determining the mitigating impact of the results on the financial stability of the organisation and the financial burden on rate payers during difficult economic and household circumstances.

The WA (Western Australia) Treasury Corporation's Financial Sustainability Modelling Tool (the Tool) was used to present this data; modelling varying rate scenarios and structures based on the projected capital and operational spending requirements of the organisation, now and into the future.

In total, four rate models were presented to the Council for review and discussion. All models were designed to mitigate some of the property revaluation impact across all rate zones, whilst allowing sufficient revenue to be levied via rates to offset the projected operating and capital expenditure requirements for 2024/25 and establish a savings pathway for major projects in the future.

The data derived from this tool provided a level of detail where Councillors adopted the 2024/25 Draft Annual Budget and Rating Strategy at a Special Council Meeting held on 12 June 2024, endorsing the 2024/25 Draft Rating Strategy for public advertising for a period of 21 days, allowing submissions to be received from rate payers for review and consideration by the Council.

The following table (Table 1) details the Council endorsed 2024/25 draft rate structure, which was advertised from Tuesday, 18 June 2024 inviting submissions in accordance with the minimum 21 days advertising period and concluding on Wednesday, 10 July 2024 at 4.00pm.

Table 1.

Zone	Rate Category	Basis	2024/25 Cents in the dollar	Minimum Rate
1	Residential	GRV	0.82500	$1,470.00
2	Residential Vacant	GRV	0.82500	$1,470.00
3	Urban Development	GRV	0.82500	$1,470.00
4	Urban Development Vacant	GRV	0.82500	$1,470.00
5	Town Centre	GRV	0.94080	$1,470.00
6	Town Centre/Special Use/Light Industry Vacant	GRV	0.94080	$1,470.00
7	Light Industry	GRV	0.94080	$1,470.00
8	Commercial Use Urban Development	GRV	0.94080	$1,470.00
9	Special Use	GRV	0.94080	$1,470.00
10	Rural & land Use (Rural Commercial)	UV	0.55890	$1,470.00
11	Rural & land Use (Rural)	UV	0.55890	$1,470.00
12	Special Rural	GRV	0.80000	$1,470.00

* Specified Area Rating (SAR) – Rate Base = GRV / Cents in the dollar = 0.00710.

Purpose for funding – Maintenance of Dalyellup Parks, Reserves, Structures and Toilets.

* Please note – the SAR cents in the dollar have been adjusted from the rate detailed in the Draft Annual Budget. Under the Act, amendments to the SAR rate in the dollar amount do not have to be publicly advertised. The 'Officer's Comment' section of this report details the reason for the change.

Through the advertising period, the Shire received a total of 27 submissions out of 8,123 residents.

A 'Schedule of Submissions' is attached (Attachment 15.2.1) publishing each submission verbatim, with an Officer's response.

Overall, the content of the submissions received does reflect some residents' concerns regarding the impact the new rates (cents) in the dollar will have on the rate levy and household rates.

Particularly considering the impact the GRV property revaluation has had to the Shire's residential rate base, in conjunction with the need to increase operating capability to invest in plans and projects which for decades in some areas, have not received any considerable funding and continues to hinder the Shire's operations.

This report is detailed to present 'how' the revenue derived from the rating strategy and other revenue collected through grants, fees and charges and the like is distributed to fund the operating and capital requirements for the 2024/25 financial year.

Whilst also presenting 'why' the rating strategy has been developed, identifying some of the significant historical challenges the Shire is working to overcome in the hope that Council and residents will be informed how critical these initiatives are and support the adoption of this Annual Budget.

Previous Decisions of Council

OC/2024/78 - Shire of Capel Workforce Plan 2024 – 2028.
OC/2024/77 - Organisational Best Practice Service Review.
OC/2024/47 - Community Budget Requests 2024/25.
OC/2024/60 - Program of Works – Public Open Spaces 2024/25.
OC/2024/61 - Program of Works – Roads 2024/25.
OC/2024/62 - Program of Works – Drainage 2024/25.
OC/2024/63 - Program of Works – Facilities (Buildings) 2024/25.
OC/2024/64 - Program of Works – Paths and Trails 2024/25.
OC/2024/72 - Endorsement of Waste Strategy 2024 – 2034.
OC/2024/93 - Program of Works – Fleet Replacement Program 2024 – 2034.
OC/2024/98 - Dalyellup Multipurpose Community & Youth Centre – Operation and Management Plan and Approval to Commence to Tender Process.
SCM/2024/01 - 2024/25 Draft Annual Budget and Rating Strategy.
OC/2024/121 - Enterprise Resource Planning (ERP) Solution - Request for Tender Approval.
OC/2024/117 - Event Sponsorship Funding – Event Service Agreement.

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 6 - Local Government (Financial Management) Regulations 5(2)(c) - review.
FIN 12 - Develop a Rating Policy consistent with the principles of rating and aligned to the Shire's rate strategy.
FIN 15 - Provide single reporting mechanism for both Monthly and Annual reports.
FIN 16 - Design and present a detailed long-term financial sustainability plan to the Council, ensuring linkage to other strategic documents.

Statutory Framework

Local Government Act 1995.

6.2. Local Government to prepare Annual Budget

1. During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.
2.

   *Absolute majority required.

3. In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –
   1. the expenditure by the local government; and
   2. the revenue and income, independent of general rates, of the local government; and
   3. the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.

Local Government (Financial Management) Regulations 1996, regulation 26

26. Discount, incentive, concession, waiver, and write-off information

(1) The annual budget is to include for each discount or other incentive to be granted for early payment of any money and in respect of each waiver or concession proposed in relation to any money –

a. in respect of a discount -
   1. the amount of the discount, or the percentage discount, to be allowed; and
   2. the circumstances in which the discount will be granted; and

c. in relation to a waiver or concession -
   1. a brief description of the waiver or concession;
   2. a statement of the circumstances in which it will be granted;
   3. details of the persons or class of persons to whom it is available; and
   4. the objects of, and reasons for, the waiver or concession.

Local Government Act 1995, Section 6.12

6.12. Power to defer, grant discounts, waive, or write off debts.

1. Subject to subsection (2) and any other written law, a local government may –
   a. when adopting the annual budget, grant* a discount, or other incentive for the early payment of any amount of money; or
   b. waive or grant concessions in relation to any amount of money; or
   c. write off any amount of money,

which is owed to the local government.

* Absolute majority required

2. Subsection 1(a) and (b) do not apply to an amount of money owing in respect of rates and services charges.

3. The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

Local Government Act 1995, Section 6.16(1)

6.16. Imposition of fees and charges

(1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

Local Government Act 1995, Section 6.28

6.28. Basis of Rates

2. In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be –
    a. where the land is used predominantly for rural purposes, the unimproved value of the land; and
    b. where the land is used predominantly for non-rural purposes, the gross rental value of the land.
1. Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the Valuation of Land Act 1978 as of 1 July in each financial year.

Local Government Act 1995, Section 6.32

6.32. Rates and Service Charges

1. When adopting the annual budget, a local government –
    1. in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either –
        i. uniformly; or
        ii. differentially; and

    2. may impose* on rateable land within its district –
        i. a specified area rate; or
        ii. a minimum payment; and

    3. may impose* a service charge on land within its district.

*Absolute majority required

Local Government Act 1995, Section 6.33

6.33. Differential General Rates

1. A local government may impose differential general rates according to any, or a combination, of the following characteristics –
    1. the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or

   2. a purpose for which the land is held or used as determined by the local government; or
   3. whether or not the land is vacant land; or
   4. any other characteristic or combination of characteristics prescribed.
2. …
3. In imposing a differential general rate, a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
4. Local Government (Financial Management) Regulations 1996, regulation 52A

52A. Characteristics prescribed for differential general rates - (1) In this regulation

commencement day means the day on which the Local Government (Financial Management) Amendment Regulations (No.2) 2012 regulation 5 comes into operation;

relevant district means a district that –
1. is declared to be a district by an order made under section 2.1(1)(a) on or after commencement day; or
2. has its boundaries changed by an order made under section 2.1(1)(b) on or after commencement day.
1. For the purposes of section 6.33(1)(d), the following characteristics are prescribed in relation to land in a relevant district, where not more than 5 years has elapsed since the district last became a relevant district –
1. whether or not the land is situated in a townsite as defined in the Land Administration Act 1997 section 3(1);
2. whether or not the land is situated in a particular part of the district of the local government.

Local Government Act 1995, Section 6.34

6.34. Limit on Revenue or Income from General Rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to –
1. be more than 110% of the amount of the budget deficiency; or
2. be less than 90% of the amount of the budget deficiency.

Local Government Act 1995, Section 6.35

6.35. Minimum Payment

1. Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
2. A minimum payment is to be a general minimum but subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
3. In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than –
   1. 50% of the total number of separately rated properties in the district; or
   2. 50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.
4. A minimum payment is not to be imposed on more than the prescribed percentage (50%) of-

1. the number of separately rated properties in the district; or
2. the number of properties in each category referred to in subsection (6),
unless a general minimum does not exceed the prescribed amount ($200).
5. If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsection (2), (3) and (4) for that land.
6. For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsection (2), (3) and (4) in respect of each of the following categories –
    1. to land rated on gross rental value; and
    2. to land rated on unimproved value; and
    3. to each differential rating category where a differential general rate is imposed.

Local Government Act 1995, Section 6.36

6.36. Local Government to give Notice of Certain Rates

1. Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so. (21 days – may be 2 months before financial year)
2. ....
3. ....
4. The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.
5. ....

Local Government Act 1995, Section 6.37(1)

6.37. Specified Area Rates

(1) A local government may impose a specified area rate on rateable land within a portion of its district for the purpose of meeting the cost of the provision by it of a specific work, service, or facility if the local government considers that the ratepayers or residents within that area —
(a) have benefited or will benefit from; or
(b) have access to or will have access to; or
(c) have contributed or will contribute to the need for, that work, service, or facility.

Local Government Act 1995, Section 6.45(1)(2)(3)

6.45. Options for Payment of Rates or Service Charges

(1) A rate or service charge is ordinarily payable to a local government by a single payment but the person liable for the payment of a rate or service charge may elect to make that payment to a local government, subject to subsection (3), by —
(a) 4 equal or nearly equal instalments; or
(b) such other method of payment by instalments as is set forth in the local government's annual budget.
(2) Where, during a financial year, a rate notice is given after a reassessment of rates under section 6.40 the person to whom the notice is given may pay the rate or service charge —
(a) by a single payment; or
(b) by such instalments as are remaining under subsection (1)(a) or (b) for the remainder of that financial year.

(3) A local government may impose an additional charge (including an amount by way of interest) where payment of a rate or service charge is made by instalments and that additional charge is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.

Local Government Act 1995, Section 6.47

6.47. Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

* Absolute majority required

Local Government Act 1995, Section 6.51

6.51. Accrual of interest on overdue rates or service charges

(1) A local government may at the time of imposing a rate or service charge resolve* to impose interest (at the rate set in its annual budget) on —
(a) a rate or service charge (or any instalment of a rate or service charge); and
(b) any costs of proceedings to recover any such charge,
that remains unpaid after becoming due and payable.

* Absolute majority required.

Local Government Act 1995, Section 5.56

6.56. 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.

Local Government (Administration) Regulations 1996 apply.

Specifically, Division 3 — Planning for the future

19C. Planning for the future: strategic community plans — s. 5.56

19DA. Planning for the future: corporate business plans — s. 5.56

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
(3) A corporate business plan for a district is to —
(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and

(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
(4) A local government is to review the current corporate business plan for its district every year.
(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Other legislation (i.e.: Freedom of Information Act 1992, Emergency Service Levy Act 2002, Caravan Park and Camping Ground Regulations 1997, Health Act 1911, Waste Avoidance and Resource Recovery Act 2007, Planning and Development Act 2005, Building Services Act 2011) specifies certain fees and charges that may be adopted by the Council, and the fee threshold.

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 states that each financial year a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Policy Framework

The following Shire Policies apply:

- Asset Management.
- Borrowing Management.
- Budget Management - Capital Acquisitions and Works.
- Compliance.
- Financial Hardship.
- Financial Reports.
- Financial Reserves.
- Investment of Funds.
- Legislative Compliance.
- Preparation of Integrated Plan and Budget.
- Rate Revenue.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Low	Unlikely	Minor	The risk implications of this item are considered low as the Council has already adopted or endorsed many items included in the Draft Annual Budget in previous Council meetings. Workshops have been conducted with Council to substantiate the need to increase the Shire's main revenue source being rates. A shared and agreed understanding of the need to adopt the budget within the agreed timeline, has been achieved through the formulation of the rating strategy and Draft Annual Budget.
Risk Description: Identification of unfunded items. Insufficient revenue to offset expenditure and late adoption of the Annual Budget.			

The risk implications of this item are considered low as the Council has already adopted or endorsed several items included in the Annual Budget 2024/25 in previous Council meetings.

Key budget Items presented to the Council for 2024/25 include:

• 2024/25 Community Budget Requests	March 2024
• 2024-2028 Work Force Plan	April 2024
• Program of Works – Drainage	April 2024
• Program of Works – Roads	April 2024
• Program of Works – Facilities	April 2024
• Program of Works – Paths and Trails	April 2024
• 10 Program of Works – Public Open Spaces	April 2024
• 10 Year Plant Replacement Program	May 2024
• Dalyellup Multipurpose Community and Youth Centre (Operational and Management Plan / Tender Advertise Approval)	May 2024
• Enterprise Resource Planning Tender Advertise Approval	June 2024
• Event Sponsorship Funding – Event Service Agreement	June 2024

Through a series of rating, financial sustainability and budget planning workshops, the Council has endorsed the draft 2024/25 rate structure for the purpose of formulating the Annual Budget, and this budget has been balanced using the income derived from the Shire's rate revenue source.

During the period from 1 June in a financial year to 31 August in the next financial year, the Council are to prepare and adopt a budget for the Municipal Fund.

It is imperative the Annual Budget is adopted as per the Act details, as late adoption hinders the following critical business functions and increases risk in business continuity:

- Late revenue collection leading to cashflow difficulties.
- Procurement backlog with organising Request for Tender (RFT) and Request for Quote (RFQ) processes leading to delays with the commencement of Capital and Operational projects.
- New Fees & Charges Schedule cannot be enforced until a new budget is adopted.
- Agreed Corporate Business Plan Actions/Projects for 2024/25 cannot commence until funding is secured.
- Staff recruitment and retention strategies cannot be implemented.
- Monthly Financial Statements presented to the Council after June 30, are monitoring an Annual Budget which has not been adopted by the Council.

Financial Implications

<u>Budget</u>

The Annual Budget outlines planned revenue and expenditure in operating and capital in nature and determines the financial parameters for the Shire to operate within for the 2024/25 financial year.

Accounting for all projected transactions, the presented budget for the 2024/25 financial year is balanced with a minor deficit of -$4,650.00.

All revenue to be received during the year including the 2023/24 brought forward amount will be distributed to fund operating expenditure demands, the capital works program, and transfers to and from reserves.

The adopted Fees and Charges Schedule will determine the amount of revenue to be received during the 2024/25 financial year for areas detailed in the attached Schedules.

This income has been included in the budget income projections. Existing fees determined by the Local Government have increased by 3.50% guided by the Local Government Cost Index (LGCI). The Council adopted the 2024/25 Fees and Charges Schedule at the Special Council Meeting on 12 June 2024. Further information is detailed in the Officer's Comment section in this report.

After taking into consideration all other sources of income, the Council is required to raise sufficient rates to meet its total expenditure. The Council can adopt a budget that has a deficit which does not exceed 10.00% of the rate revenue in a financial year in some circumstances, and as detailed in the Act.

Focussing on the Shire's presented 2024/25 Annual Budget, a total of $18,558,592.00 general purpose revenue will be raised from property and specified area rates including a projection for interim rates.

The expected yield from rates will be sufficient to set the 2024/25 Annual Budget with a minor deficit after adjustments have been recognised to increase other sources of revenue, reductions to operating expenditure where possible, re-scheduling of carried forward capital projects and transfers to and from financial reserves have been projected.

Table 2 below details the rates to be levied including Interim and specified area rate collection:

Table 2.

Income	To be levied	Interims	Total
General Rates	$16,554,632.00	$74,095.00	$16,628,727.00
Minimum Rates	$1,239,210.00	$29,400.00	$1,268,610.00
Specified Area Rates	$650,328.00	$10,927.00	$661,255.00
	$18,444,170.00	**$114,422.00**	**$18,558,592.00**

The Annual Budget report outlines planned expenditure and revenue for the 2024/25 financial year and currently estimates a minor deficit budget position.

Through the monthly presentation of the Financial Statements, the Council will be briefed on the Shire's fiscal performance, including income and expenditure trend analysis and adverse adjustment which are above the materiality limit of 10.00%.

Long Term

The adopted 2024/25 Annual Budget will form the base year calculation for the annual review of the Long Term Financial Plan (LTFP). In projecting long term financials, consideration is given to the amount of rate yield, reserve balances, expenditure, capital additions and asset renewal levels, coupled with other factors such as staffing needs and population growth.

The Shire's Corporate Business Plan is another critical document in identifying the Shire's operating and capital priorities over a four-year term. The 2024/25 Annual Budget has accounted for all projects detailed in the Corporate Business Plan for the new financial year.

Having a contemporary approach to rating, that aligns to the 'Principles of Rating' and raises sufficient revenue to fund operational and capital requirements, allows reserve investment supporting future projects / initiatives and financially supports the required growth in the Shire's workforce.

On adoption of the 2024/25 Annual Budget, the LTFP is due to be presented to the Council in October / November 2024 following the presentation of the Shire's Asset Management Strategy in September 2024.

The presentation of these two strategic documents will follow a series of Councillor workshops where the Shire's Asset Management Strategy will present the required future capital and operational investment in the Shire's main asset base. This data will be included in the LTFP.

Other critical long term strategic planning documents which are due to be presented to the Council in August 2024 is the Shire's 10 Year Sports Spaces Plan (SSP) and the revised Dalyellup Developer Contribution Plan (DCP). The content in both informing documents will have cost reflections in the Shire's Long Term Financial Plan and will cause the Council to consider considerable Borrowing opportunities by way of funding critical projects / initiatives derived from these plans if adopted.

Sustainability Implications

The 2024/25 Annual Budget includes several projects that will have a positive environmental impact. Many of the projects proposed in the budget will provide a direct social benefit to the Shire's residential and commercial community.

The levying of property rates has an environmental impact in that around 8123 rate notices will be distributed in a paper based form. Property rates are the Shire's main area of 'own source' revenue, and it is therefore essential rate revenue be raised in a timely and seamless manner to ensure the continuation of financial operations.

Local governments continue to weather rising costs through community expectation of increased service levels and development progression through capital-based projects within the Shire.

A further demand on the Shire's finances, which is more evident now than in previous years, is the rapidly increasing cost of contractor and materials supply, which is relative to the current economic climate, but unexpected as part of our long-term financial planning.

These financial burdens compound the Shire's capacity to effectively operate, so the future vision for rating should be based on a realistic approach, where zero or very minimum percent increases to annual rates should be avoided.

The Shire recognises that increased property rates potentially have a social impact in terms of their affordability to rate payers by reducing the amount of disposal income available to households.

Efforts are made to limit the extent of a rate increase with the intent to minimise this impact on our community.

The Council adopted a Financial Hardship Policy at the November 2021 Ordinary Council Meeting ensuring the Shire had considerable mechanisms to offer financial assistance to those rate payers who are experiencing difficulty in meeting their rate payments. This mechanism also ensures rate payers are protected from the imposition of any non-payment penalties.

Consultation/Engagement

During the formulation of the Annual Budget, consultation and stakeholder engagement is a priority ensuring all stakeholders have a voice and can participate through this process. Since February 2024, there has been a comprehensive consultation process with staff, Councillors, and the community.

The Executive Management Team's focus during the Annual Budget planning phase ensures all departments have reviewed and considered their individual income and expenditure plans for 2024/25 and these are accounted for in the Corporate Business Plan.

The Council have been instrumental during the budget design phase, participating in numerous key budget planning and rating workshops. These are as follows:

Table 3.

Wed 21 February 2024	2023/24 Mid-Year Budget Review Workshop
Wed 24 April 2024	Financial Sustainability Modelling (WA Treasury) Workshop
Wed 22 May 2024	Financial Sustainability Modelling and Ratings Strategy Workshop
Wed 22 May 2024	Review of Draft Corporate Business Plan 2024 -2028
Wed 5 June 2024	2024/25 Rating Strategy and Draft Annual Budget Workshop
Wed 12 June 2024	Special Council Meeting: 2024/25 Draft Annual Budget and Rating Strategy
Mon 17 June 2024 Tues 18 June 2024	Community Workshops – Sustainability Modelling, Rating and Draft Annual Budget 2024/25: • Workshop 1 – Dalyellup Community Centre • Workshop 2 – Capel Community Centre

The purpose of an active engagement process is to ensure the staff, Councillors and the community have been given sufficient information and assistance in being able to make an informed decision.

A healthy financial framework should accommodate a thorough and continual consultation process, allowing the Shire to mitigate areas of fiscal vulnerability which is crucial during periods of economic volatility.

Officer's Comment

The final Annual Budget document follows a similar format to previous years, with no recent significant changes to the relevant Australian Accounting Standards.

The Moore Australia (WA) budget model has been utilised to generate the 2024/25 budget report given the format is a good benchmark of industry requirements, reflects recent amendments to the *Local Government (Financial Management) Regulations*, and is reviewed and updated annually to reflect changes to the Accounting Standards.

This reporting format also aligns to the template used to present the Monthly Financial Statement Report to Council and the Annual Financial Reporting (AFR) presented in the Shire's Annual Report to aid consistency and transparency of the financial data presentation.

The final 2024/25 Annual Budget Report includes the following information in its comprehensive format:

- Directory of the Council.
- Joint message from the President and CEO.
- Budget highlights.
- Analysis of operating revenue and expenditure.
- Shire of Capel Annual Budget – Table of Contents.
- Statement of Comprehensive Income.
- Statement of Cashflows.
- Statement of Financial Activity (formally known as the Rate Setting Statement).

Index of notes to the budget:

- Basis of preparation.
- Rates and Service Charges.
- Net Current Assets.
- Reconciliation of Cash.
- Borrowings.
- Revenue and Expenditure – by Nature and Type.
- Program Information.
- Fees and Charges

Further budget / rates information:

- Differential Rates - Objects and Reasons Document.
- Detailed Financial Data by Account Code with Activity Descriptions.
- Capital Works Programs.
- Schedule of Fees and Charges.

The full 2024/25 Annual Budget Report will be submitted to the Department of Local Government, Sports, and Cultural Industries (DLGSCI) by 30 September 2024. A copy of this report will also be published on the Shire's website.

<u>2024/25 Annual Budget Overview</u>

The budget position for 2024/25 assumes a 2023/24 carryforward of $7,908,861.00 which will be recorded in the Annual Financial Report and audited by the Office of the Auditor General (OAG) during the Shire's 2023/24 Financial Audit process.

The primary factors contributing to the carried forward amount is the prepayment of the 2024/25 Federal Assistance Grant (FAG) of $2,556,492.00 and carryforward funds for capital projects not completed during 2023/24 and unspent salary allocations with a combined total of $5,352,369.00.

A comprehensive breakdown of the 2023/24 carryforward amount is detailed in the June 2024 Financial Statements.

The prepayment of the Financial Assistance Grant is regulated by the Department of Local Government, Sport and Cultural Industries stating Councils must adhere to the following options to recognise advance payments in their accounting framework:

1. The Financial Assistance Grant received in advance cannot be transferred to the Unspent Grants Reserve as it is an untied grant.
2. Untied grants can be transferred to a s6.11 Financial Reserve for a specified purpose.
3. The amount paid in advance will be recorded in the financial year the payment was received (2023/24) and recognised as a surplus amount for operational use in the following financial year (2024/25).

The Shire's treatment of the 2024/25 Financial Assistance Grant Income is in line with point 3 above and should be noted that this amount does not represent additional funds but is simply a reallocation between financial years for federal grants and reserve movements.

Rates, Discounts, Penalties, and Instalments

The cents (rate) in the dollar, minimum rates included in the Annual Budget document are the same as those endorsed by the Council at the Special Council Meeting on 12 June 2024. The advertised 'Notice of Intention to Levy Differential Rates' detailed the proposed increase as follows:

Table 4.

Zone	Rate Category	Basis	2024/25 Cents in the dollar	Minimum Rate
1	Residential	GRV	0.82500	$1,470.00
2	Residential Vacant	GRV	0.82500	$1,470.00
3	Urban Development	GRV	0.82500	$1,470.00
4	Urban Development Vacant	GRV	0.82500	$1,470.00
5	Town Centre	GRV	0.94080	$1,470.00
6	Town Centre/Special Use/Light Industry Vacant	GRV	0.94080	$1,470.00
7	Light Industry	GRV	0.94080	$1,470.00
8	Commercial Use Urban Development	GRV	0.94080	$1,470.00
9	Special Use	GRV	0.94080	$1,470.00
10	Rural & land Use (Rural Commercial)	UV	0.55890	$1,470.00
11	Rural & land Use (Rural)	UV	0.55890	$1,470.00
12	Special Rural	GRV	0.80000	$1,470.00

Specified Area Rating (SAR) – Rate Base = GRV / Cents in the dollar = 0.00710.

Purpose for funding – Maintenance of Dalyellup Parks, Reserves, Structures and Toilets.

For the 2024/25 financial year, the penalty interest rate for rates not paid by the due date and rate payment instalment options including the interest rate applied are proposed as follows:

Table 5.

Instalment options	Date due	Instalment plan admin Charge $	Instalment plan interest rate	Unpaid rates interest rates
		$	%	%
Option one				
Single full payment	13/09/2024	0.00	0.00%	7.00%
First instalment				
Second instalment				
Option two				
First instalment	13/09/2024	0.00	3.00%	7.00%
Second instalment	13/11/2024	$11.00	3.00%	7.00%
Third instalment	13/01/2025	$11.00	3.00%	7.00%
Fourth instalment	13/03/2025	$11.00	3.00%	7.00%

The table above shows:

- The penalty interest to be charged on rates outstanding after the due date and for which the instalment option has not been chosen by the rate payer is 7.00%. The maximum interest rate the Shire can impose on the rate payer, which is stipulated by Regulation, is 11.00%.

- Rates can be paid in four instalments two months apart, provided there are no outstanding rates from the previous year. An instalment charge of $11.00 is applicable to the second, third and fourth instalment and covers the administration and printing costs associated with managing this service.

- Interest charges paid in instalments are 3.00% for 2024/25. The maximum interest rate the Shire can charge is 5.00%.

Like all financially sustainable organisations, the Shire is reliant on receiving revenue in a timely manner to ensure the cashflow facility can meet the financial obligations with creditor payments and the like. A reduction in the Shire's cashflow places the organisation at financial risk where the Shire will incur financial penalties where creditors remain unpaid.

The inability to not impose an interest charge on unpaid, outstanding debt provides no incentive for debtors to pay monies due by the due date. This in turn creates financial risk and compounds the Shire's weak cashflow facility.

The Council adopted a Financial Hardship Policy at the November 2021 Ordinary Council Meeting ensuring the Shire had considerable mechanisms to offer financial assistance to those rate payers who experience financial difficulty in meeting their rate payments. This mechanism also ensures rate payers are protected from the imposition of any non-payment penalties.

Materiality Limit

Local Government Financial Management Regulation r34 (5) requires that each financial year a local government adopts a percentage or value, calculated in accordance with the Australian Accounting Standards (AAS). This percentage or value is crucial and guides Officers in the level of financial data required to be presented which clearly details the Shire's actual financial performance against the budget set at the start of the financial year. Specifically, the intention is to highlight variances that are important or significant due to their magnitude and impact.

Overall, the intent is to simplify the review process for Councillors by highlighting material variances greater than 10.00%. However, this limit could be adjusted in the future and does not preclude reporting lesser variances if it is considered their disclosure would be of benefit to the user of the financial report. It is therefore proposed that the materiality limit remain at 10.00% for 2024/25.

Rate Concessions and Dalyellup Specified Area Rate (SAR)

The Council has several properties where consideration is sought to grant a rate concession or waive the rates each year, when adopting its Annual Budget. These concessions relate to the following:

- Sussex Location 1328, Capel Tutunup Road – GL Roberts. This property is held in one title which is divided by the Ludlow River; hence the property is partly located in both the Capel Shire and City of Busselton. As a result, the section located in the Shire of Capel attracts the minimum rate for rural land which is a higher rate than if the property was levied on the rural rate in the dollar. Since 1997 the Council has agreed to grant the rate payer a concession each year and apply the rate levy applicable to the rate in the dollar.

- The Council has one specified area rate for Dalyellup Parks and Reserves Maintenance. This rate has the objective of recovering 50.00% of the cost of maintaining these facilities in the Dalyellup subdivision as per the Council resolution OC0727, 24/7/02 when the 2002-03 Budget was adopted.

  This specified area rate is levied on all properties within the Dalyellup Beach Estate. The rationale is the quality and quantity of parks and gardens in the estate is at least double that of the remainder of the Shire and therefore half the cost will be met from general rates and the remainder from the main beneficiaries of these facilities being the property owners of the estate.

  For 2024/25, the Annual budget forecasts the full 2024/25 SAR expenditure at $1,295,070.00 based on the spending forecast for the year ahead, which is a reduction of $805,468.00 from the previous financial year. Notwithstanding, a considerable proportion of costs for 2023/24 was to fund improvements in the irrigation system throughout Dalyellup.

  Due to this expense saving, the SAR rate in the dollar has been adjusted to levy 50.00% of the costs related to the SAR expenses and the new rate can be seen in Table 1 and Table 5 of this report.

  Ultimately, for those residents in Dalyellup who are levied the SAR, the annual levied fee will reduce for the majority of residents, given the rate in dollar has been adjusted to collect less revenue.

  Officer's Recommendation 5 references the granting of a concession under Section 6.47 of the *Local Government Act 1995*, limiting the application of the SAR levy where properties with high values generate more revenue than required. This allows the Shire to only collect 50.00% of the revenue required, through the applied rate in the dollar, to cover the cost of maintaining the Dalyellup parks and gardens.

  The attached Annual Budget Report details the value of concessions proposed for 2024/25.

Fees and Charges

During the Special Council Meeting on 12 June 2024, the Council endorsed a 3.50% increase in fees, charges, and tariffs for the 2024/25 financial year. The projected increase in fees and charges revenue has been factored into the Annual Budget planning for 2024/25 and is evident in the schedule of attachments.

The contracted Waste and Service Charges for 2024/25 remain as per the charges in Table 7 below, which includes a cost escalation of 4.16% to align to Consumer Price Index (CPI) inflation factor built into the waste contract agreement.

Due to the increase in the waste contractor costs realised in 2023/24 upon the waste tender finalisation, refuse collection charges to residents will be subsidised for a second year, seeing the balance of the contractor fee taken from the Waste Reserve for 2024/25. This balance is detailed later in the report under 'Financial Reserve Movements'.

Table 6.

Sanitation requirements:	3 Bin	2 Bin	3 Bin	2 Bin
	2023/24 $	**2023/24 $**	**2024/25 $**	**2024 /25 $**
Refuse Collection	$330.00	$248.00	$344.00	$258.00
Annual Waste Service Fee	$100.00	$100.00	$104.00	$104.00
Green/Hard waste fee	$51.00		$59.00	
Hard Waste fee		$21.00		$24.00
TOTAL	**$481.00**	**$369.00**	**$507.00**	**$386.00**

For ratepayers provided with the three-bin service (primarily in residential areas), the total Refuse Collection Charge will increase by $26.00 per annum. For ratepayers provided the two-bin service (primarily rural, semi-rural, industrial, and commercial areas), which consists of the domestic and recycling pickup service, the total Refuse Collection Charge will increase by $17.00 per annum.

These fee increases will be shown as individual elements on resident rates notices when levied.

Financial Reserve Movements

Financial Reserves

Shire Officers reviewed the level and use of reserve funds as part of the planning process. Reserves are often held for specific activities and therefore may only be used to fund those activities.

Reserves are also held to lessen year to year volatility in rates levied to the community by smoothing the impact of large expenditures. Restricted reserves held must be cash backed and cannot be used to fund internal Borrowing opportunities.

A total of $5,312,154.00 is anticipated to be utilised from reserves with $2,752,065.00 being transferred into reserves resulting in a net transfer out of reserves of $2,560,089.00. Should the reserve transfers proceed as budgeted for 2024/25, the expected balance of reserves as of 30 June 2025 will be $10,769,535.00.

Material reserve transfers are shown below with the narrative on the larger variances.

Table 7.

Reserve	Transfer In ($) including interest	Transfer Out ($)	Net Transfer (Out)/In ($)
Specified Area Rate Dalyellup Parks & Gardens	$714,207.00	($647,535.00)	$66,672.00
Leave Reserve	$44,510.00	($518,288.00)	($473,778.00)
Waste Management Reserve	$114,557.00	($842,179.00)	($727,622.00)
Plant Replacement Reserve	$565,945.00	($1,102,699.00)	($536,754.00)
Infrastructure Asset Reserve	$159,510.00	($804,961.00)	(645,451.00)
Building Reserve	$49,112.00	($223,705.00)	($174,593.00)
Furniture and Equipment Reserve	$30,270.00	($445,000.00)	($414,730.00)
Carried Over Projects Reserve		($723,787.00)	($723,787.00)
NEW – Waste Infrastructure Reserve	$749,118.00	-	$749,118.00

Specified Area Rate (SAR) Dalyellup Reserve

The Council has the one specified area rate for Dalyellup Parks and Reserves Maintenance. This rate has the objective of recovering 50.00% of the cost of maintaining these facilities in the Dalyellup subdivision as per the Council resolution OC0727, 24/7/02 when the 2002/03 Budget was adopted. Although a long-standing decision of the Council, this position remains a relevant approach to the provision of parks and reserves in the Dalyellup area.

Post the completion of subdivisions in Dalyellup, the parks, reserve, structures, and toilets are transferred to the Shire to maintain following a period of maintenance undertaken by the developer through the subdivision construction period.

As per the Council resolution in 2002, 50.00% of the costs to maintain the Dalyellup public open space is levied through the application of a SAR to residents in this area.

Based on the commentary earlier in the report, the rate in the dollar (cents) projected to be levied for 2024/25 has reduced with the Annual Budget forecasting a reduction in operating expenses, seeing $647,535.00 transferred from this reserve.

Leave Reserve

The budgeted transfer from this reserve is $518,288.00 with these funds contributing to the increase in direct salary costs included in the Annual Budget for 2024/25 and linked to the Council endorsed 2024 –2028 Workforce Plan.

Waste Management Reserve & Waste Infrastructure Reserve (NEW)

The funds to be transferred from this reserve is $842,179.00, with $749,118.00 of this amount transferred into a new reserve - Waste Infrastructure Reserve which has been created to collect funds levied through the Annual Waste Levy and will be used to fund new capital projects linked to the Shire's Waste Strategy.

The remaining $93,061.00 of the $842,179.00 is forecast to fund the shortfall between the waste service's contracted costs and the refuse collection costs charged to residents through the Fees and Charges Schedule as detailed earlier in the report.

Plant Reserve

The budgeted transfer from this reserve is $536,754.00 with these funds contributing to the 2024/25 Plant Replacement Program which was endorsed by the Council in May 2024.

Infrastructure Asset Reserve

The budgeted transfer of $804,961.00 from this reserve contributes to the capital works on roads, paths, and other civil works.

The Infrastructure Asset Reserve is used to fund asset renewal. This is an area which has increasing funding demands as assets deteriorate, more are inherited through subdivision requiring ongoing maintenance and overall usage increase with population growth.

Building Reserve

The budgeted transfer of $223,705.00 from this reserve contributes to funding the Facilities Program of Works for 2024/25 which was endorsed by the Council in April 2024.

Carried Over Projects Reserve

The budgeted transfer of $723,787.00 from this reserve ringfences the municipal funding attributed to the capital projects which have been carried forward from 2023/24 to 2024/25 for completion.

Furniture and Equipment Reserve

The budgeted transfer of $445,000.00 from this reserve contributes to funding the Shire's Enterprise Resourcing Planning (ERP) Project which was endorsed by Council at the June 2024 OCM.

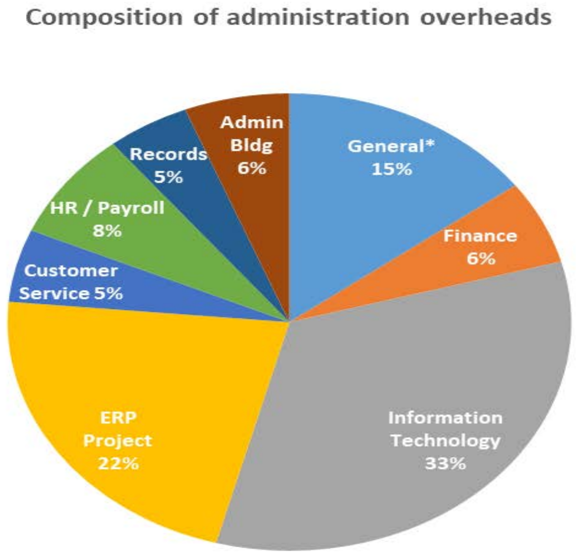
Calculation of Administration Allocation

The Shire's administration overhead allocation was reviewed for the 2024/25 budget. An improved model has been developed which fully utilises the new Chart of Accounts. This has resulted in a more accurate allocation of administration overheads to each of the Shire's subprograms.

The 2024/25 budget includes $6,946,253.00 of administration overheads ($5,529,714 in 2023/24). The increase is largely due to the 2024/25 ERP project, which is budgeted to cost $1,750.000 for the first year.

The following cost centres make up the Shire's total administration overhead in the 2024/25 budget:

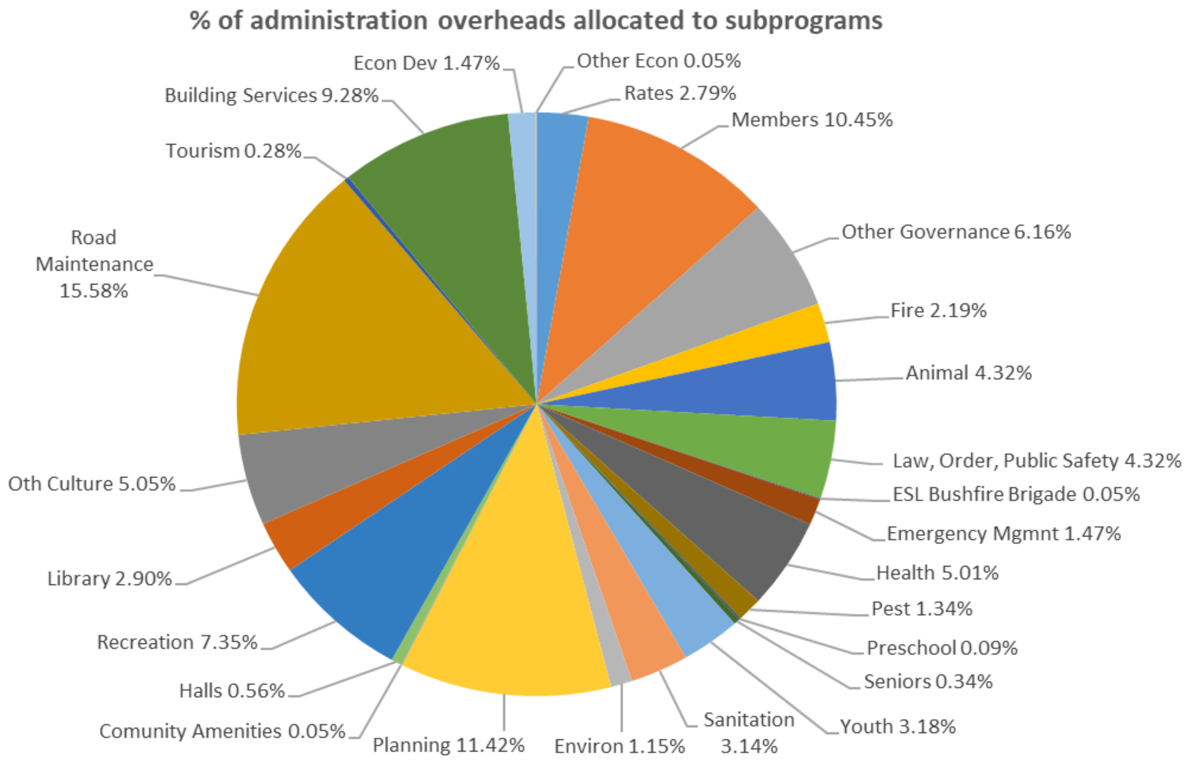
Table 8.



*The General category includes Executive Management Team staff salaries, Insurance, Printing, Stationery, Subscriptions, Memberships, and the like.

The following graph shows the percentage of total administration overhead costs allocated to each subprogram:

Table 9.



Interestingly, the highest apportionment of administrative overhead is allocated to Road Maintenance, Planning and Elected Member support and Building Services. The least allocation relates to Tourism, which is an area detailed in the 2024 2028 Corporate Business Plan for further development of key tourism initiatives.

Summary

The 2024/25 Annual Budget and Rating Strategy was developed, in part, to effectively resource the projects and programs listed below endorsed by Council through the Draft Annual Budget and Rating Strategy process:

1. OC/2024/78 - Shire of Capel Workforce Plan 2024 – 2028.
2. OC/2024/77 - Organisational Best Practice Service Review.
3. OC/2024/47 - Community Budget Requests 2024/25.
4. OC/2024/60 - Program of Works – Public Open Spaces 2024/25.
5. OC/2024/61 - Program of Works – Roads 2024/25.
6. OC/2024/62 - Program of Works – Drainage 2024/25.
7. OC/2024/63 - Program of Works – Facilities (Buildings) 2024/25.
8. OC/2024/64 - Program of Works – Paths and Trails 2024/25.
9. OC/2024/72 - Endorsement of Waste Strategy 2024 – 2034.
10. OC/2024/93 - Program of Works – Fleet Replacement Program 2024 – 2034.
11. OC/2024/98 - Dalyellup Multipurpose Community & Youth Centre – Operation and Management Plan and Approval to Commence to Tender Process.
12. OC/2024/121 - Enterprise Resource Planning (ERP) Solution - Request for Tender Approval.
13. OC/2024/117 - Event Sponsorship Funding – Event Service Agreement.

These initiatives are in addition to general operating expenses, which have been accounted for across the schedules in the final Annual Budget Report.

Transfers from financial reserves have been used to partially finance some projects and initiatives where suitable, with an example being the Leave Reserve partially funding the increase in direct salaries costs, supporting the additional staff scheduled to be recruited following Council's endorsement of the 2024 –2028 Workforce Plan.

Furthermore, the salaries budget has been designed to fund a staged recruitment phase, making saving where additional staff are forecast to join the organisation later in the year.

The increase in salary investment is linked to the Findings detailed in the Organisational Performance Review Report to Council, signifying the impacts of the Shire being significantly under resourced (physically) given the size of the population, not including growth, and the required service level delivery.

Further information relating to the Findings from the Organisational Performance Review can be located in the specified agenda item above.

The 2024/25 Annual Budget and Rating Strategy balances the Shire's current economic challenges, some of these inherited, and now recognised with realistic financial resourcing considerations for long-term financial sustainability.

Overall, this budget successfully provides funding for the delivery of community services through investing in:

1. The Shire's 2024-2028 Corporate Business Plan projects and initiatives, seeing $3.7m of current and new projects funded for community and whole Shire benefit.
2. A comprehensive Capital Works Program across all asset classes, including the development of the Shire's largest community facility.
3. Major and minor community budget requests supporting community groups to prosper.
4. Sponsorship of significant community hosted events adding value to the Shire's local economy and tourism attraction.
5. Financial reserves to build a sustainable future for the delivery of new community projects.
6. Future waste strategies through a dedicated capital waste reserve that will plan for and fund contemporary waste solutions suitable for the resident's needs.

Furthermore, the budget also provides internal investment to the organisation through funding:

1. The Shire's endorsed 2024 –2028 Workforce Plan – Securing staff growth for the life of the Plan.
2. Enterprise Resourcing Planning Project – Business transformation opportunity through procuring a new IT solution to service the organisation in gaining efficiencies through intelligent IT functionality.

Importantly, points 1 and 2 above have not been suitably resourced in decades and has posed considerable risk to the organisation through loss of staff / high workforce turnover and ineffective systems and processes through antiquated information technology platforms.

The continued support of the Council for these internal projects will be critical to the future success of the organisation in effectively maintaining and improving quality outcomes for the community.

Where possible, Officers have mitigated some of this burden using financial reserves and reducing or maintaining costs in some areas of the budget where able. An example of this can be seen in the continued subsidy of refuse charges to residents and the reduction to the Dalyellup specified area rate.

The setting of the Annual Budget and Rating Strategy has been a complex task this year given the number of significant projects and initiatives requiring funding, coupled with the Landgate property revaluation process which saw significant increases to property values mainly in the residential zones.

The adjustments to the rates in the dollar (cents) purposely absorb some of the increase imposed through the GRV property revaluation process. Albeit also understanding that the new base rates set in the rating strategy will afford the Council the continued opportunity to generate sufficient income through future budget setting processes and not lose traction in the work that has been done to date in getting the Shire to a more financially sustainable position.

The 2024/25 Annual Budget Report is commended to the Council for review and adoption.

Voting Requirements

Please see the Officer's Recommendations below for individual voting requirements.

Recommendations

Cr Fergusson put forward to move Recommendation's 1 – 5 en bloc (all requiring an absolute majority).

Recommendations 1 -5 were moved Cr Fergusson, Seconded Cr Noonan.

Amendment to Recommendations

Moved Cr McCleery

1. **To change the table in Officer's Recommendation 1 with updated Cents in the dollar to read as follows:**

Zone	Rate Category	Basis	2024/25 Cents in the dollar	Minimum Rate
1	Residential	GRV	7.9000	$1,470.00
2	Residential Vacant	GRV	7.9000	$1,470.00
3	Urban Development	GRV	7.9000	$1,470.00
4	Urban Development Vacant	GRV	7.9000	$1,470.00
5	Town Centre	GRV	9.4080	$1,470.00
6	Town Centre/Special Use/Light Industry Vacant	GRV	9.4080	$1,470.00
7	Light Industry	GRV	9.4080	$1,470.00
8	Commercial Use Urban Development	GRV	9.4080	$1,470.00
9	Special Use	GRV	9.4080	$1,470.00
10	Rural & land Use (Rural Commercial)	UV	0.5589	$1,470.00
11	Rural & land Use (Rural)	UV	0.5589	$1,470.00
12	Rural Residential	GRV	7.7000	$1,470.00

Specified Area Rating (SAR) – Rate Base = GRV / Cents in the dollar = 0.00710.
Purpose for funding – Maintenance of Dalyellup Parks, Reserves, Structures and Toilets.

2. ***To include an additional recommendation as recommendation 3 and amended the numbering on the following recommendations sequentially, that reads as follows:***

   'That Council notes the adjustments made to the cents in the dollar, as identified in the above rate table, will reduce the rate revenue by $530,635.00 and the 2024/25 Annual Budget will be balanced by a reduction to specific projects currently detailed in the 2024 – 2028 Draft Corporate Business Plan (CBP), with the projects identified for deferral to be determined at the scheduled final CBP workshop in August 2024.'

The Amendment lapsed for want of a seconder.

Officer Recommendation 1

OC/2024/133 - Officer's Recommendation/Council Decision – 15.2

Moved Cr Fergusson, Seconded Cr Noonan.

The Council having considered the 27 submissions received in accordance with Section 6.36 of the *Local Government Act 1995*, and in accordance with Section 6.32 of the *Local Government Act 1995* adopts the following differential, minimum and specified area rates for the year ending 30 June 2025:

Zone	Rate Category	Basis	2024/25 Cents in the dollar	Minimum Rate
1	Residential	GRV	0.08250	$1,470.00
2	Residential Vacant	GRV	0.08250	$1,470.00
3	Urban Development	GRV	0.08250	$1,470.00
4	Urban Development Vacant	GRV	0.08250	$1,470.00
5	Town Centre	GRV	0.09408	$1,470.00
6	Town Centre/Special Use/Light Industry Vacant	GRV	0.09408	$1,470.00
7	Light Industry	GRV	0.09408	$1,470.00
8	Commercial Use Urban Development	GRV	0.09408	$1,470.00
9	Special Use	GRV	0.09408	$1,470.00
10	Rural & land Use (Rural Commercial)	UV	0.00559	$1,470.00
11	Rural & land Use (Rural)	UV	0.00559	$1,470.00
12	Rural Residential	GRV	0.08000	$1,470.00

Specified Area Rating (SAR) – Rate Base = GRV / Cents in the dollar = 0.00710.

Purpose for funding – Maintenance of Dalyellup Parks, Reserves, Structures and Toilets.

Carried 6/2 with an Absolute Majority.

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr Noonan, Cr Sharp and Cr Terrantroy

Against – Cr McCleery, Cr Mogg

Officer Recommendation 2

OC/2024/134 - Officer's Recommendation/Council Decision – 15.2

Moved Cr Fergusson, Seconded Cr Noonan.

That the Council, in accordance with Section 6.2 of the *Local Government Act 1995*, adopts the Annual Budget for the year ending 30 June 2025, acknowledging changes noted (if any) will alter some of the Annual Budget content and authorises the CEO to effect changes to the budget document before distribution.

Carried 6/2 with an Absolute Majority.

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr Noonan, Cr Sharp and Cr Terrantroy

Against – Cr McCleery, Cr Mogg

Officer Recommendation 3

OC/2024/135 - Officer's Recommendation/Council Decision – 15.2

Moved Cr Fergusson, Seconded Cr Noonan.

That the Council, in accordance with Section 6.16 of the *Local Government Act 1995*, adopts the Schedule of Fees and Charges as presented in the Budget 2024/25 for the year ending 30 June 2025.

Carried 6/2 with an Absolute Majority.

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr Noonan, Cr Sharp and Cr Terrantroy

Against – Cr McCleery, Cr Mogg

Officer Recommendation 4

OC/2024/136 - Officer's Recommendation/Council Decision – 15.2

Moved Cr Fergusson, Seconded Cr Noonan.

The Council grants a rate concession for 2024/25, under Section 6.47 of the *Local Government Act 1995*, to limit the specified area rate for Dalyellup Parks and Reserves Maintenance to an amount of $218.54 for 61 ratepayers in zone groups 3 and 4 (Dalyellup) who are levied the specified area rate for the maintenance of parks and reserves above this figure.

Carried 6/2 with an Absolute Majority.

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr Noonan, Cr Sharp and Cr Terrantroy

Against – Cr McCleery, Cr Mogg

Officer Recommendation 5

OC/2024/137 - Officer's Recommendation/Council Decision– 15.2

Moved Cr Fergusson, Seconded Cr Noonan.

The Council grants a rate concession for 2024/25, under Section 6.47 of the *Local Government Act 1995*, to GL Roberts for Sussex Location 1328 Capel Tutunup Road (A94), by levying a rate on the property calculated at the adopted rate in the dollar for rural land (Rate zone group 11) disregarding the application of the minimum rate.

Carried 6/2 with an Absolute Majority.

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr Noonan, Cr Sharp and Cr Terrantroy

Against – Cr McCleery, Cr Mogg

Cr Fergusson put forward to move Recommendation's 6 – 9 en bloc (all requiring a simple majority).

Recommendations 6 -9 were moved Cr Fergusson, Seconded Cr McCleery.

Officer Recommendation 6

OC/2024/138 - Officer's Recommendation/Council Decision – 15.2

Moved Cr Fergusson, Seconded Cr McCleery

That Council:

In accordance with Section 6.45 (1) (b) of the Local Government Act 1995, offer the following options for the payment of rates:

- **Option 1 – payment in full by a single instalment 35 days after the issue date of the annual rates notice (13 September 2024).**

- **Option 2 – payment in four equal instalments at intervals of two calendar months:**
  Instalment 1 - 13 September 2024.
  Instalment 2 - 13 November 2024.
  Instalment 3 –13 January 2025.
  Instalment 4 - 13 March 2025.

With the first instalment payable 35 days after the issue date of the annual rates notice – 13 September 2024.

In accordance with Section 6.45 (3) of the Local Government Act 1995, impose an interest rate on instalments of 3.00% for the first, second, third and fourth instalments.

a. **In accordance with Section 6.45 (3) of the Local Government Act 1995, impose an administration fee of $11.00 on the second, third and fourth instalments.**

b. **In accordance with Section 6.51 of the Local Government Act 1995, impose a late payment penalty interest rate of 7.00% on rates that have not been paid by the due date and where instalment option 2 has not been taken up.**

Carried 7/1

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr Noonan, Cr McCleery, Cr Sharp and Cr Terrantroy

Against – Cr Mogg

Officer Recommendation 7

OC/2024/139 - Officer's Recommendation/Council Decision – 15.2

Moved Cr Fergusson, Seconded Cr McCleery.

That the Council, in accordance with *Local Government Financial Management Regulation* 1996 r.34(5), adopts a percentage of plus or minus 10.00% to be used for the reporting of variances of actual expenditure and revenue to budgeted expenditure and revenue in the monthly report of financial activity for 2024/25.

Carried 7/1

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr Noonan, Cr McCleery, Cr Sharp and Cr Terrantroy

Against – Cr Mogg

Officer Recommendation 8

OC/2024/140 - Officer's Recommendation/Council Decision – 15.2

Moved Fergusson, Seconded Cr McCleery.

That the Council, in accordance with Section 3.18 of the *Local Government Act 1995*, advises it is satisfied that the services and facilities it provides, and which are funded in the 2024/25 Annual Budget:

- **Integrate and coordinate, as far as is practicable, with any provided by the Commonwealth, State, or any public body.**
- **Do not duplicate, to an extent that the Council considers inappropriate, services or facilities provided by the Commonwealth, State or any other body or person, whether public or private.**
- **Will be managed efficiently and effectively.**

Carried 7/1

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr Noonan, Cr McCleery, Cr Sharp and Cr Terrantroy

Against – Cr Mogg

Officer Recommendation 9

OC/2024/141 - Officer's Recommendation - {item-number}

Moved Cr Fergusson, Seconded Cr McCleery.

That the Council, in accordance with The Department of Local Government, Sport and Cultural Industries 'Rating Policy: Differential General Rates' and 'Rating Policy: Minimum Payments' Guidelines, adopts the 2024/25 Rates 'Objects and Reasons' document for the 2024/25 financial year.

Carried 7/1

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr Noonan, Cr McCleery, Cr Sharp and Cr Terrantroy

Against – Cr Mogg

At 7.52pm two members of the public left the room and did not return.

16. New Business of an Urgent Nature

Nil

17. Public Question Time

Public Question Time began at 7:54pm.

Mr Hastie

Mr Hastie it's not really a question in fact but I have alluded to this to you before with some Councillors or when they come across and say through you Doug I find that disrespectful, it's only happened once tonight but on other occasions I've heard it said three or four times. What I would like to do is let people know that your position is equivalent to a Mayor that's the highest position a person can hold in any community and so to say through you Doug is absolutely disrespectful and I think you should actually start some disciplinary procedures on these people that do that.

Shire President

Thank you Mr Hastie I'll discuss that matter but I'm not one for starting disciplinary matters on those sorts of things, but I take your point thank you

Public Question Time finished 7.55pm

18. Motions Without Notice (Absolute Majority by Council)

Nil

19. Notices of Motion for Consideration at the Next Ordinary Meeting of the Council

Cr Mogg put forward her intention of moving the following motion at the 28 August 2024 Ordinary Meeting of Council as follows:

To remove any interest or increase charges from late rate repayments and instalments.

At 7.58pm two members of the public left the room and did not return.

20. Items for Consideration Behind Closed Doors

Voting Requirements

Simple majority

OC/2024/142 - Officer's Recommendation/Council Decision - 20.0.2

Moved Cr Kitchen, Seconded Cr Dillon.

That the meeting be closed to members of the public in accordance with Shire of Capel Standing Orders *Local Law 2016, 12.1(g)* to consider the following confidential items:
Carried 8 / 0

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Noonan, Cr Sharp and Cr Terrantroy

Against - Nil

The Shire President adjourned the meeting at 7.58pm for 10 minutes.

The meeting resumed at 8.10pm.

The following item was deferred at the 26 June 2024 Ordinary Meeting of Council (OC/2024/123) until the Ordinary Meeting of Council 31 July 2024 at 6pm in accordance with the Shire of Capel Standing Orders Local Law 2016 to allow for further information.

The following Councillors have spoken to the item at the time of deferral - Cr Fergusson, Cr Terrantroy, Cr Noonan, Cr Kitchen and Cr Schiano.

In accordance with the deferral, supplementary information is provided to the Agenda item as CONFIDENTIAL Attachment 20.1.1

20.1. Dalyellup Library Lease

Author	Manager Customer Relations and Libraries, Brioney McLean
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Contractual
Attachments	1. CONFIDENTIAL REDACTED - CONFIENDITAL Attachment 20.1.1 - Supplementary Information - Dalyellup Library Lease [**20.1.1** - 2 pages]
Confidential Status	*This item is confidential under the Local Government Act 1995 due to:* *c. a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*

OC/2024/143 - Officer's Recommendation/Council Decision- 20.1

Moved Cr Noonan, Seconded Cr McCleery.

In accordance with the *Shire of Capel Standing Orders 12.1 A Local Law 2016* that the item be deferred until the Ordinary Meeting of Council 25 September 2024 at 6.00pm to allow for further information.

Carried 8 / 0

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Noonan, Cr Sharp and Cr Terrantroy

Against - Nil

20.2. Chief Executive Officer - Annual 2023/24 Performance and Remuneration Review and 2024/25 Performance Agreement

Author	CEO, Gordon MacMile
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Executive/Strategic Review
Attachments	1. CONFIDENTIAL REDACTED - CONFIDENTIAL Attachment - CEO Performance Agreement 2023 24 Capel Performance Report (June 2024) [**20.2.1** - 7 pages] 2. CONFIDENTIAL REDACTED - CONFIDENTIAL Attachment - Confidential Performance Review Report Gordon MacMile 2023-24 [**20.2.2** - 23 pages] 3. CONFIDENTIAL REDACTED - CONFIDENTIAL Attachment - Report to Inform the Annual CEO Remuneration Review 2023-24 Capel [**20.2.3** - 9 pages] 4. CONFIDENTIAL REDACTED - CONFIDENTIAL Attachment Proposed CEO Performance Criteria - Agreement 2024-25 Capel [**20.2.4** - 5 pages] 5. CONFIDENTIAL REDACTED - CONFIDENTIAL Attachment - CEO Perform and Rem Panel Meeting #2 MINUTES - 12 July 2024 [**20.2.5** - 12 pages]
Confidential Status	*This item is confidential under the Local Government Act 1995 due to:* *a. a matter affecting an employee or employees;* *b. the personal affairs of any person;*
Disclosure of Interest	The author (Manager Human Resources and Organisational Development) and senior officer (Chief Executive Officer) have an Interest under s5.70, in that the Report refers to the CEO Performance and Remuneration Review process and involves an indirect reporting relationship within the Shire's organisational structure.

Voting Requirements

Absolute Majority

Officer's Recommendation – 20.2.

OC/2024/144 - Officer's Recommendation - 20.2

Moved Cr McCleery, Seconded Cr Terrantroy.

That Council:

1. **Notes the CEO Performance Agreement 2023/24 Capel Performance Report (June 2024) as CONFIDENTIAL Attachment 20.2.1**

2. **Notes the unconfirmed Minutes of the CEO Performance and Remuneration Review Panel meeting #2 of 12 July 2024 as CONFIDENTIAL Attachment 20.2.5**

3. **Endorses the CEO Performance Review Report Gordon MacMile 2023-24 in CONFIDENTIAL Attachment 20.2.2 as the completed annual review of the Shire of Capel's Chief Executive Officer's 2023-24 Performance.**

4. **Endorses the Review Panel's Base Salary review recommendation in Report to Inform the Annual CEO Remuneration Review in CONFIDENTIAL Attachment 20.2.3 and resultant effect on the CEOs Total Reward Package, effective from 16 August 2024 (Anniversary Date).**

5. **Endorses the Chief Executive Officer's 2024/25 Key Performance Indicators as detailed in CONFIDENTIAL Attachment 20.2.4 – Proposed CEO Performance Criteria - Agreement 2024-25.**

6. **Approves that the CEO Performance Agreement 2024/25 as detailed in CONFIDENTIAL Attachment 20.2.4 be signed and executed by the Shire President and the Chief Executive Officer: and**

7. **Authorises the publication of the CEO Performance Criteria - Agreement 2024/25.**

Carried 8 / 0 with an Absolute Majority.

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Noonan, Cr Sharp and Cr Terrantroy

Against - Nil

20.3. Director Infrastructure and Development - Recruitment, Selection and Appointment

Author	CEO, Gordon MacMile
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Contractual Executive/Strategic
Attachments	CONFIDENTIAL Director Infrastructure and Development – Recruitment and Selection Report *to be distributed separately from the Agenda.*
Confidential Status	*This item is confidential under the Local Government Act 1995 due to:* *a. a matter affecting an employee or employees;* *b. the personal affairs of any person;* *c. a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*

Voting Requirements

Absolute Majority

Officer's Recommendation – 20.3.

OC/2024/145 - Officer's Recommendation/Council Decision - 20.3

Moved Cr Terrantroy, Seconded Cr Fergusson.

That Council:

1. **Notes and endorses the Chief Executive Officer's recommendation as contained within CONFIDENTIAL Attachment 20.3.1 (distributed separately) be offered a 5 year contract of employment in the Shire's senior officer position of Director Infrastructure and Development Services upon successful completion of Shire pre-employment testing and checking.**

2. **Notes and supports that following the negotiation and signing of contracts of employment, a formal public announcement be made.**

Carried 8 / 0

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Noonan, Cr Sharp and Cr Terrantroy

Against - Nil

OC/2024/146 - Officer's Recommendation/Council Decision - 20.3

Moved Cr Kitchen, Seconded Cr Dillon.

That the meeting return from behind closed doors.

Carried 8 / 0

For - Cr Dillon, Cr Fergusson, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Noonan, Cr Sharp and Cr Terrantroy

Against - Nil

The Presiding Member read out the decisions made behind closed doors.

21. Meeting Closure

There being no further business, the Presiding Member declared the meeting closed at 8.42pm.