SHIRE of CAPEL

Ordinary Council Meeting Minutes

Wednesday 30 July 2025

Gary Clark
Acting 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 6:02pm 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 - Deputy President	S Schiano
Councillor	A Dillon
Councillor	J Fergusson
Councillor	P McCleery
Councillor	R Mogg
Councillor	K Noonan
Councillor	T Sharp
Councillor	C Terrantroy

Acting Chief Executive Officer	G Clark
Director Infrastructure and Development	M Young
Director Community and Corporate	S Chamberlain
Manager Governance and Risk	T Shipley

LEAVE OF ABSENCE: Nil

APOLOGIES: Nil

MEMBERS OF PUBLIC - Gallery: 7

3. Response to Previous Public Questions Taken on Notice

Question from the Special Council Meeting – 11 June 2025

B Hearne – Peppermint Grove Beach

Question:

What is the estimated increased tonnage of waste expected to be generated in 25/26 compared with 24/25?

Response:

Across all waste streams, we're anticipating an estimated increase of 5% in total.

Question from the Ordinary Council Meeting – 25 June 2025

Dr D Finley – Gelorup

Question 2:

Have members of this Council attended the Sales Yards that they lease, to see where the problems that have been mentioned for three years now?

Response:

All Council members have attended the Boyanup Saleyards for a site visit during their term in some capacity.

Question 3:

Why would the Shire approve the leasing of their own property to a corporate entity without prior investigation?

Response:

Under Section 3.58 of the *Local Government Act 1995*, local governments must publicly advertise any proposed disposal of property by lease.

In November 2021, the Council resolved to advertise its intention to lease the Boyanup Cattle Saleyards, located on Reserves 27193 and 27194, to Elders Rural Services Limited and Nutrien Ag Solutions Limited (WALSA) for a term of 10 years, with an option to extend for a further 10 years.

The local public notice, published between 7 December 2021 and 5 January 2022, included details of the proposed lessees, lease value, rent, and term, and invited written submissions. A total of 11 submissions were received.

Prior to making its decision, the Shire also consulted with the Minister for Primary Industries and Regional Development, the Department of Primary Industries and Regional Development, the Western Australian Livestock Salesman's Association, the Australian Competition and Consumer Commission, livestock producers, and other external stakeholders.

In January 2022, after considering all relevant information, Council resolved to proceed with leasing the property at 31 Salter Road, Boyanup (Reserves 27193 and 27194).

M Norton - Capel

Question 1 -

In relation to the capacity of the Shire to put a Wi-Fi camera in at the pavilion up at the Capel Sports Oval. There have been quite a number of break-ins around Capel in recent times. The chemist has been broken into, the newsagent, the post office a couple of times and Colroy's Tearooms.
There has been quite a bit of activity around from liquor and gaming. We've had a number of meetings with liquor and gaming in the last couple of weeks in relation to what is going on around town. They are wanting managerial changes. I went through all of our paperwork and how this works.

We use mainly female staff up at the Country Club and shut down between 8pm and midnight. There are security issues that we have to address to fulfill our responsibilities to our staff. The Shire has been very helpful. We have applied for a grant from the Shire to upgrade our camera system. That camera system is up and operating, we now pick up some of Goodwood Road and some of the footpaths around the Country Club and people and vehicles traveling backwards and forwards.

Shutting up at about 11:45pm last night, there was an almighty party going on down at the recreation pavilion. I viewed it from the ridge; I wasn't game enough to go down there and intervene or ask them what they were doing. But I did go down there this morning and there's toilet paper. They didn't wreck anything, but they were making a lot of noise. The 24-hour public toilets which are used by stopover people certainly weren't in a condition to be used this morning, unfortunately. I don't know what your policy is by way of some form of visual identification throughout the town. I know it has been talked about by Capel Chamber of Commerce. If you had a Wi-Fi camera down there, it might help you to pick up what goes on down there. It is a very active little site late in the evenings, unfortunately. There were cars out of the Oval in recent times doing donuts and cutting it up.

Response:

At the Ordinary Council Meeting on 25 June 2025, Council received an update on the development of the Shire’s Community Safety and Crime Prevention Plan.

A key focus of the plan is Crime Prevention Through Environmental Design (CPTED), which involves using urban planning, architectural design, and the management of public spaces to reduce crime and improve community safety. While infrastructure such as CCTV will be considered, it will not be the sole solution.

The Shire is collaborating with Police, schools, housing authorities, and youth service providers to support community safety and well-being.

The Community Safety and Crime Prevention Plan is due to come to Council for adoption late 2025 to early 2026. Following on from adoption implementation and cost considerations will be determined.

4. Public Question Time

Public Question Time began at 6:03pm.

Mrs Chamberlain left the room at 6:09pm and returned at 6:10pm.

Mrs Shipley left the room at 6:11pm and returned at 6:13pm.

B Hastie – Stratham

Question 1:

Given the clear opposition to placing the RV dump point behind the Hugh Kilpatrick Memorial Hall including feedback from the Boyanup Hall Advisory Committee, nearby residents, and the Anglican Op Shop will Council formally rule out this site from *any future stage* of the RV Park or dump point project?

Shire President Response:

The Council has an agreed position ruling out the location behind the Hugh Kilpatrick Hall for this project through as was supported in the Notice of Motion that was presented at the April OCM with the detail available in the related minutes of the meeting.

Question 2:

Will the results of the Land and Reserve Audit be made publicly available *in full*, and will they be presented to the community for comment before Council commits to any specific site?

Shire President Response:

The findings of that Audit will be provided to Council, so will be publicly available. However, this is a data collection exercise, individual decisions relating to land will be dealt with separately, such as the RV overnight rest area and subsequent infrastructure requirements would be a separate decision to anything that relates to that Audit.

Question 3:

If third-party interest is received in developing an RV Park or dump point, what criteria will Council use to assess those proposals? Will those proposals also be subject to public consultation?

Shire President Response:

Any development proposal requires development approval, even those initiated by the Shire itself. A project of this scope will be put to public consultation.

Question 4:

Has a risk assessment been conducted on the impact to local traffic, pedestrian access, and drainage particularly along Bridge Street, which is used by schoolchildren for any of the previously considered or future use?

Shire President Response:

The location behind the halls has been ruled out so no further studies have been done on the location along Bridge Street.

Question 5:

Will Council hold off on selecting or endorsing any RV Park or dump point site until after the Land and Reserve Audit is completed in January 2026, and will any preferred site be brought back to the community for further input?

Shire President Response:

The recommendation to Council is to firstly conduct a Land and Reserve Audit to provide the Shire with a more strategic, efficient and considered approach to land use moving forward. Based on the data and findings from the Land and Reserve Audit, potential sites for a RV Park Development in Boyanup may then be identified. Further community consultation will be considered depending on the findings of that Audit.

Question 6:

Can the Shire explain why it did not consider retaining cleaning services in-house to support ongoing local employment and greater quality control?

Acting Chief Executive Officer Response:

Retaining cleaning services in-house was considered but retaining staff in these positions was an issue.

It was noted during the evaluation of the submissions, contractors indicated they would use local workforce.

Question 7:

What is the total estimated cost to the Shire over the next three years under the proposed contract with OCE Corporate Cleaning, and how does that compare to the cost of delivering the same services with in-house staff?

Shire President Response:

OCE Corporate Cleaning did not submit a tender for the cleaning contract, so there are no costings available to that. The details for the tender that Council are considering are included in tonight's agenda.

Question 8:

How many local staff were previously engaged in in-house cleaning roles, and how many of those jobs will be lost or affected by outsourcing this contract?

Acting Chief Executive Officer Response:

There were 4 in house cleaners, none of the jobs have been lost or affected by the outsourcing of the contract.

Two staff left the Shire's cleaning team earlier this year and one moved to another role within the Shire. We still have 1 in house cleaner, who will still be employed and will continue to be employed.

Question 9:

OCE Corporate Cleaning appears to operate solely from Perth CBD (Level 3, 267 St George's Terrace), with no regional Southwest office in Bunbury or Busselton. Can Council clarify:

- Why was a Perth-based contractor chosen over local or in-house options?
- What proportion of the contract's value including staff wages and supplies will help local people or businesses within the Shire of Capel?

Shire President Response:

OCE Corporate Cleaning did not submit a tender for the cleaning contract.
With submission's that have been evaluated, most have a physical office in the Southwest and have a local purchasing policy for supplies.

Question 10:

By outsourcing cleaning to an external contractor, does the Shire risk losing flexibility in service delivery, quality assurance, and the ability to respond quickly to urgent or one-off cleaning needs?

Acting Chief Executive Officer Response:

The contractor will be able to provide a more flexible approach to the service delivery of cleaning. This will benefit the Shire and service level to the resident's needs.

Regular cleaning inspections will ensure the highest standard of cleaning is achieved.
Most contractors have a mobile response unit for urgent/one off cleans.

B Hearne – Peppermint Grove Beach

Question 1: Corporate Business Plan 2024 – 28

Details in Agenda Item 15.6 Corporate Business Plan 2024-28 indicates that 458 individual item have been programmed across the life of the program. It is noted that no financial data on any of the actions are included in the former Chief Executive Officers report.

For 2024/25 alone 101 separate actions costing some $13.02 million are listed for action. Given the underspending in the Capital Works budget alone how can Council possibly assess and/or endorse by noting the officer's recommendation when no action has been taken to match achieved or partially achieved objectives with budget outcomes?

Shire President Response:

The 2025/26 Annual Budget includes $2.3 million to fund actions from the 2025–29 Corporate Business Plan. This includes both new and continuing projects and is a reduction of $1.4 million from the previous year. The exact number of actions carried over is not itemised in the budget document but can be found in the attachment to item 15.6.

The “Carried Over Projects Reserve” reflects $1.814 million allocated to ongoing or incomplete projects from 2024/25. It is also worth noting the CBP is a multi-year plan with some projects crossing multiple financial years or not beginning until the later part of the plan.

Question 2:

Of the 101 separate actions programmed for 24/25 costing an estimated $13.02 million how many of the activities were carried over to the 25/26 financial year?

Shire President Response:

I will refer to my previous response for that question.

Question 3: Footpaths & Cycleways

Draft Budget June 18 $1,343,775 July OCM Budget 21/7 $395,317 Variance $948,458
It is noted that in the space of one month the budget for Footpaths and Cycleways has been reduced by $948,458 without explanation in the July OCM budget item. What is the reason for the decreased budget provision and what projects have been deleted or additional projects included in the 25/26 budget?

Shire President Response:

This change reflects final scheduling and cost updates as part of the final capital works program endorsed at OC/2025/94. Final project selections for 2025/26 are detailed in Attachment 15.9.10 of the agenda.

Question 4: Materials and Contracts.

Draft Budget June 18 $14.260 million July OCM Budget 21/7 $13.981 million Variance $278,532
In the space of less than one month the Materials and Contracts budget has been reduced, without explanation, by $278,532. What is the reason for the decreased budget provision and what items have been deleted from the original 25/26 draft budget?

Shire President Response:

Adjustments have been made following final reviews across operational areas. The Shire has actively reviewed procurement planning and streamlined some costs across departments without compromising service levels.

Question 5: Land and Buildings

Draft Budget June 18 $12.485 million July OCM Budget 21/7 $12.785 million Variance $300,000
It is noted that in less than one month the allocation for Land and Buildings has increased, without explanation, by $300,000. What additional projects have been added to or deleted from what was previously advised at the Boyanup draft 2025 budget presentation?

Shire President Response:

This increase includes adjustments to the Dalyellup Multipurpose Community and Youth Centre (DMCYC) project and associated preparatory works. It aligns with the previously endorsed Facilities and Sustainability Program OC/2025/70.

Question 6: Recreation & Culture

Draft Budget June 18 $2.024 million July OCM Budget 21/7 $1.845 million Variance $178,240
It is noted that in less than one month the allocation for Recreation and Culture has been reduced by $178,240 without explanation. What is the reason for this?

Shire President Response:

This reflects final scoping adjustments and rescheduling of smaller recreation projects. Major allocations continue toward sports infrastructure included in the Shire's Ten-Year Sports Spaces Strategy.

Question 7: Program of Road Works.

Draft Budget June 18 $6.199 million July OCM Budget 21/7 $5.734 million Variance $465,000
Again that has been reduced by $ 465,000 any examples?

Shire President Response:

Final budget allocations were informed based on cost estimates, external funding updates and project readiness. OC/2025/94 outlines the approved works, and item 15.9.12 of tonight's agenda.

Question 8: Cemetery Master Plan.

Draft Budget June 18 $ 0.00 July OCM Budget 21/7 $ 40,000 Variance $40,000
Will the Shire officially confirm that $40,000 for the Cemetery Master Plan has now been reinstated and included in the 25/26 budget?

Shire President Response:

Yes, this allocation has been reinstated for 2025/26. It appears under master planning and aligns with commentary in the Budget Summary (see page 550).

Question 9: Loan Borrowings.

Draft Budget June 18 $2,218,143 July OCM Budget 21/7 $ 2,450,000 Variance $131,587
It is noted that, in the space of less than one month, Loan Borrowings, presumably for the Dalyellup Project, have been increased without explanation by $131,857. Why have loan borrowings been increased by $131,857 without explanation?

Shire President Response:

The adjustment relates to updated financing requirements for the DMCYC project. The change reflects final cost modelling and interest rate assumptions. Also noting there is a contingency balance included in the project budget and depending on the drawdown of this fund will determine the final loan borrowing amount for this project.

Question 10:

It is also noted that the repayment of borrowings $ 322,214, planned for 25/26, under the heading Outflow from Financing Activities (page 566) differs from the amount appearing in note 7a Page 579 $379,655 under the heading Borrowing Repayments. What is the reason for the difference in the two amounts of $57,441?

Shire President Response:

Borrowing Repayment Variance
This appears to reflect accounting timing differences between principal repayment schedules and budgeted cash flow estimates. I will also refer to the answer I gave you regarding the loan for the DMCYC that I gave you in the May Council meeting.

Question 11: Employee Costs

Draft Budget June 18 $14,911,611 July OCM Budget 21/7 $ 15,204,836 Variance $293,225
It is noted that in less than 1 month the allocation for Employee Costs has increased, without explanation, by $293,225. What is the reason for the increased allocation to that previously advised at the Boyanup draft 2025 budget presentation?
My question relating to Employee Cost savings due to delays in filling vacant items asked at the June 25 OCM remains unanswered or even acknowledged as an issue. As we now have at least 3 vacancies in 25/26 does the Shire understand that savings do occur due to delays in filling vacant items? Have any savings been identified in the 25/26 Employee Cost budget due to delays in filling vacant items? If not why not?

Shire President Response:

Increase of $293,225 in salaries reflects new positions outlined in the Workforce Plan 2025–29. These include positions in ICT, Payroll, Assets, Waste, Parks, and DMCYC staffing.

Savings from current vacancies are factored into the broader employee cost projections. However, due to recruitment timing and reserve usage, savings are not necessarily mean a net budget reduction. The Employee Cost Reserve is being used in part to mitigate this variation.

Question 12: Grants Subsidies and Contributions (GS&C)

Draft Budget June 18 $4.062 million July OCM Budget 21/7 $ 3.828 million Variance $234,017
In the space of less than 1 month the Grants Subsidies and Contributions budget has been reduced by $234,017. What items have been deleted from the original draft 25/26 budget?
At the Boyanup draft budget meeting the following question was raised.

(The 2025/26 budget indicates that $4.062 will be received via Grants Subsidies and Contributions. What items including the Commonwealth Assistance Grant make up this budget allocation)?

The question was taken on notice and still remains unanswered other than the comment that it was thought the Commonwealth Assistance Grant budget may be $2,951,655.

We now know the budget estimate for the Commonwealth Assistance Grant. When will the Shire be able to confirm what the Commonwealth Grant actually is? Have any Commonwealth Assistance Grant funds for 2025/26 been received this financial year? If so, how much?

Shire President Response:

Decrease of direct grant - $234,017

State government direct grant $232,341 moved from operating to capital to reflect purpose of grant.

What makes up the GSC figure?

- Commonwealth Financial Assistance Grant: $2.951 million 50% of this has been paid.
- Other operating grants include Bushfire brigade operating grant, Bushfire risk mitigation grant, Contiguous Local Authority Group mosquito control grant, Coastal hazard reduction grant (see Account Schedule 15.9.3).

Question 13:

In the data presented in the Budget for 25/26 to be considered at the July OCM It is also noted in relation to Grants Subsidies and Contributions that under the heading of Operating Activities, Grants Subsidies and Contributions (page 566) are shown as $3,794,765 while under the Statement of Cash Flows, (page 565) Grants Subsidies and Contributions are shown as $3,828,765. What is the reason for the variation of $34,000?

Shire President Response:

This reflects the timing between recognition and actual receipt of funds.

Question 14: Interest Revenue 2024/25

Draft Budget June 18 $ 1.206 million June OCM Statement 25/26 $ 1.348 million Variance $142,650.

Questions raised at the Boyanup draft 25/26 budget meeting in relation to Interest Revenue were taken on notice and not answered.

At the June 25 OCM I again sought clarification and was advised by the A/Presiding Member that the current Interest Revenue forecast for 24/25 was now estimated $1.348 million.

Assuming my question was answered correctly at the June 25 OCM and we accept that $1.348 may be the correct figure for Interest Revenue in 2024/25 and not $1.206 million as shown in the 25/26 budget will it will now throw the 25/26 budget into a surplus of $ 142,650? If not why not?

Shire President Response:

Interest Revenue 2024/25 — $1.348 million (vs $1.206m).
Yes, the estimate is updated and noted. The $142,650 difference has been incorporated into the revised carry-forward calculation.

Question 15:

After reading the May 31, 2025 financial report we now know that Interest Revenue received to May 31 2025 totaled $ 1.053 million. The report also indicates that nearly $26.37 million is invested in 10 separate term deposit accounts at rates of between 4.03% and 5.25% and for terms ranging from 1 month to 11 months most of which will mature during the 24/25 financial year.

Using a back of the envelope calculation Interest Revenue earnings will now be closer to $1.417 million.

Can you please advise how accurate the answer given at the June 25 OCM was and should not the actual 25/26 budget figure be closer to $1.4 million? If not, why not?

Shire President Response:

While May figures show $1.053 million earned, final receipts to 30 June and rollover maturities were used to refine the estimates going forward. The conservative approach of $1.348 million from the advice from staff is that it remains prudent given economic outlook and investment timing.

Question 16: Reserve Accounts. Change of title Employee Leave Reserve to Employee Cost Reserve

Section 6.11 of the Local Government Act provides for the ability of a Local Government to set aside money for use for a purpose in a future financial year.

It also details the necessity to give one month's notice of the proposed change of purpose or proposed use of a reserve. Notice is not required where the change of purpose or of proposed use has been disclosed in the annual budget.

It is proposed to implement the change i.e. Employee Leave Reserve to Employee Cost Reserve as part of the 2025/26 budget.

There is limited commentary on the proposed change in use on pages 546, 560, and 582. The note on page 546 indicates that further explanation/commentary can be found in the Workforce Plan 2025-29. So that I am better informed as to the reasons for the change can you direct me to where I can find mention and an explanation of the Employee Cost reserve in the Workforce Plan 2025-29?

Shire President Response:
The change in reserve title and purpose is explained on page 546 of the agenda. If the Director of Community and Corporate has anything further?

Director of Community and Corporate Response:

As the Shire President mentioned the change of naming of that particular reserve is done inline with the annual budget adoption of tonight. So it is compliant in terms of how we can do the terminology change on that particular reserve.

The reference to that reserve being in connection with the Workforce Plan is talking about the funding mechanism to support the new positions coming online from a workforce planning perspective.

Question 17:

The Leave Reserve was initially established to (fund accrued leave entitlements for redundancies, retirements, leave transfers to other Local Governments and leave entitlements paid each year). The Employee Cost Reserve appears to have been established to (manage employee cost variations in the budget). Quite different.

From the limited information available it would appear that the purpose of the change in use is to expense employees leave liability to the annual budget in the year that the expense occurs. Is that correct?

Director of Community and Corporate Response:

In the annual budget it details the purpose of that reserve that is set for this financial year onwards. Leave liabilities is included within the salaries component in the Annual Budget.

Question 18:

Given the Shires values of Honesty and Accountability and the quite obvious change in the purpose of the reserve fund is a more detailed explanation required? Should the proposed change be dealt with in the annual budget by a separate decision of Council and by either a majority or absolute majority or is the change in purpose of the reserve fund covered off by one of the existing recommendations, if so which recommendation?

Shire President Response:

So as answered the change in the reserve title and the purposes explained on 546 of the agenda. This has been explained in the Annual Budget in compliance with Section 6.11 of the Local Government Act 1995. A separate Council decision is not required when this is handled within the budget adoption process.

Question 19: Interest Revenue 2025/26

The question raised at the Boyanup draft budget meeting and again for the July OCM in relation to the interest budget revenue estimate of $ 1,061,657 for 25/26 still remains largely unanswered however we do now know that $157,657 will be raised from interest on rates late payment charges. This effectively means that only $904,000 has been budgeted to be received from term deposits and at call funds on hand at June 30, 2025. These funds on hand at June 30 2025 are currently estimated in the 25/26 budget at $26.041 million without even considering the $19.4 million that will be flowing into the Shire progressively from September 2025 from rates. This effectively means that the Shire is only budgeting to receive a return of about 3.45% from its on call and term deposit funds in 2025/26.

This is even more puzzling when accounts to May 31, 2025 indicate that $10.234 million is already invested in term deposits at interest rates of between 4.38% to 4.98% with maturity dates in 25/26 and a further $5.189m could also be invested at 4.05%. Furthermore, an additional $10 million of term deposits matured in June 25 the majority of which would have been rolled over into new term deposits at rates exceeding 4%.

With the cash rate currently at 3.85% and likely to drop to around 3.5% by December 2025, and with term deposits currently readily available with AA banks at more than 4% can I be so bold to again ask for a third time how did the Shire arrive at its conservative budget estimate? Based on its monthly cash flows that must have been completed as part of the budget process, what monthly average cash is the Shire planning to hold during 25/26 and what average interest rate did the Shire use to calculate its 25/26 Interest Revenue budget target?

Shire President Response:

This figure includes $157,657 from late payment charges and assumes an average return of 3.45%. While term deposit rates were higher during 2024/25, the budget takes a conservative view on likely rate declines through 2025/26.

Question 20:

Why was the Peppermint Grove Beach Oval left out of the turf management program recently awarded to Naturalist Turf on May 28, 2025?

Shire President Response:

The recent tender was for organised sports turf maintenance and did not include passive recreational surfaces. So it was more targeted towards our active sports spaces.

Question 21:

Roberts Road remediation re-surfacing work. Director Corporate and Community promised to respond with the latest update?

Shire President Response:

1. Road construction completed in February 2024 and the Superintendent was the previous Manager Projects, Facilities & Assets. At this time, it met the construction contract standards.
2. Since November 2024 small deformations/undulations/bleeding in asphalt surface were noticed, in several locations.
3. February 2025 the defects and liability period expired, and further investigation is occurring to determine the failure mode, and magnitude (i.e. defect mm), which will identify a basis for any recourse with the construction contractor which the Shire may pursue.

Question 22:

Explanation of components that made up the 5.34% increase in rubbish charges?

Shire President Response:

The 5.34% increase is made up of separate indices that form part of the rise and fall clause within the Southwest Regional Waste Management Services contract.

Dr D Findlay – Boyanup

Question 1:

My question from the June 25th meeting was tabled, is there a response to that question?

Shire President Response:

Yes, those responses were provided in section 3 of tonight's agenda.

Question 2:

When can the livestock owners and general public expect Boyanup Sale Yards to provide shelter from heat and rain over their valuable animals?

Shire President Response:

We will take your question on notice.

Question 3:

When can these users expect adequate footings for their animals?

Shire President Response:

We will take your question on notice.

R Lee – Boyanup

Question 1:

A lot of the members of our street would like an update on what is happening with the tiny houses project and we would like to know if there's any near future plans to open up Timperley Street again with the new subdivision going in behind us?

Shire President Response:

As you may be aware the public consultation on the tiny homes development closed back in June. Officers are assessing those submissions. There is no definitive date of when that development will be provided to Council for consideration. Residents will be notified though when it is coming to Council for consideration.

In terms of Timperley Street, I will have to take that one on notice to provide you a proper answer.

Director of Infrastructure and Development Response:

In terms of Timperley Street, I'll need to take that on notice as well and provide a follow up.

In respect to the tiny homes the Shire President is right, it is still under active review. There are matters that were raised through the submissions particularly from Government Agencies that are unresolved and it's with the applicant now to come up with solutions in respect to that. As soon as we have a solution, the matter will be bought back to Council.

Public question time finished 6:45pm.

2 members of the public left the room at 6:45pm.

5. Application for Leave of Absence

Cr Terrantroy raised a request for a leave of absence for the month of August 2025.

Cr McCleery raised a request for a leave of absence for the month of August 2025.

Cr Dillon raised a request for a leave of absence for the months of August and September 2025.

OC/2025/123 – Motion / Council Decision

Moved Cr Schiano, Seconded Cr Fergusson.

That Council approve the leave of absence request from Cr Terrantroy and Cr McCleery for the month of August 2025 and Cr Dillon for the month of August and September 2025.

Carried 7 / 0

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

Against - Nil

6. Declarations of Interest

Nil

7. Notice of Items to be Discussed Behind Closed Doors

Nil

8. Confirmation of Minutes

8.1. Ordinary Meeting of Council - 25 June 2025

Voting Requirements

Simple Majority

OC/2025/124 - Officer's Recommendation / Council Decision - 8.1

Moved Cr Fergusson, Seconded Cr McCleery.

That the Minutes of the Ordinary Meeting of Council - 25 June 2025 be confirmed as a true and correct record.

Carried 9 / 0

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

Against - Nil

9. Announcements by Person Presiding Without Discussion

9.1 – Shire President Activity Report

Please see attached the *Shire President Local & Regional Activity Report* for the January – February period

Event:	23/06/2025 – 27/06/2025 ALGA Conference in Canberra
Report:	
Event:	02/07/2025 – Community Safety and Crime Working Group Meeting
Report:	
Event:	02/07/2025 – Bendigo Bank Meeting
Report:	
Event:	02/07/2025 – Community Safety and Crime Prevention Plan Workshop
Report:	
Event:	03/07/2025 – Bunbury Geographe Economic Alliance Board Meeting
Report:	
Event:	09/07/2025 – Acreage Estate Community Meeting
Report:	
Event:	25/07/2025 – Trails Management Group Meeting
Report:	

Date	Briefing
02/07/2025	Trails Masterplan Briefing
09/07/2025	Councillor Leadership Program Session 3
	Corporate Business Plan Update
23/07/2025	WALSA Update
	Contaminated Sites Update
	Final Annual Budget and Ratings Strategy
	July Agenda Briefing

Toni Steinbrenner – On behalf of the CWA (Country Women's Association) thanked the Council for the support in being allocated a room and the ongoing support of the Road Safety Action Group. A certificate of appreciation was presented to Cr Kitchen.

3 members of the public left the room at 6:50pm.

Acknowledgement for the 5 staff members from the Shire of Capel who were awarded meritorious service awards at the recent WALGA Local Government Awards – Erin Lochhead, Vicki Davis, Andrew Mattaboni, Jodie Reidmann and Anita Scott with a combined service tenure of over 135 years.

Thank you to these staff for their ongoing service and dedication to our community.

It was also a pleasure to receive on behalf of the Shire, the Road Wise Recognised award for the South West Region. Acknowledging our ongoing work and advocacy in promoting road safety initiatives across the district, and shows that the Shire's continued investment in road safety and infrastructure improvements, are among the best in the sector.

I would like to introduce Mr Gary Clark, who is our new Acting CEO. More details will be provided in the future regarding ongoing arrangements, and Council's process for advertising and filling the substantive CEO position.

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. RV Park Development Project, Boyanup

Author	Economic Development Officer, Jenelle Dunn
Authorising Officer	Acting Chief Executive Officer, Gary Clark
Nature of the Decision	Executive/Strategic
Attachments	1. Summary of Boyanup Community Consultation Outcomes [**13.1.1** - 13 pages] 2. Community Information Update and Ways To Have Your Say [**13.1.2** - 9 pages]
Confidential Status	*This item is not a confidential matter.*

Proposal

To investigate a Recreation Vehicle (RV) Park Development for Boyanup, based on data and findings from the Land and Reserve Audit being conducted in the 2025/26 financial year, and identify potential sites with the intention of RV camping.

The Shire's Land and Reserve Audit will provide the Shire with a more strategic, efficient and considered approach to land use moving forward, rather than reactionary, ad-hoc land use requests.

Officer's Recommendation

That Council:

1. Supports the investigation of an RV Park Development in Boyanup based on data and findings from the Land and Reserve Audit and identifying potential sites with the intention of RV camping.

2. Notes that other sites identified during the Boyanup Community Consultation for the Dump Point and RV Rest Area will be included as part of the Land and Reserve Audit (if the sites identified are Shire-owned or managed).

3. Supports the investigation of third-party interests in developing an RV Rest Area within Boyanup, following the findings from the Land and Reserve Audit and identification of potential sites with the intention of RV camping.

Background

The town of Boyanup has long been identified by the Shire of Capel and the local business community as a site for the development of tourism amenities, including a new RV dump point and RV Overnight Rest Area (ORA) to increase visitation and tourism spend for the benefit of the town.

The Shire's Plan for the Future lists Prosperity as its third pillar, to 'Foster a dynamic, diverse and strong local community.' Outcomes 3.1 and 3.2 of the Plan focus on supporting local business growth and improving tourism infrastructure and promotion of tourism in the Shire.
Tourism has also been identified as a targeted strategic industry sector in the Shire of Capel's Economic Development Framework 2024-2028. The Framework identifies 'Realising enabling infrastructure' as a Strategic Focus Area – to 'Identify preferred locations, build RV and truck parking, RV dumping point and overnight caravan sites in Boyanup and Capel (where these services are not currently provided).'

The Shire of Capel's Corporate Business Plan 2024-2028, EDT 4 likewise states 'Develop and implement a self-contained caravan / motorhome stop and dump point in Boyanup.' The Corporate Business Plan 2025-2029 will be updated and reflect the information contained within this report.

Work to date on the Boyanup RV dump point site and Overnight Rest Area
The Shire and the community previously identified several potential RV dump points sites as listed below:

Shire and community-identified sites
- Rear of the Hugh Kilpatrick Memorial Hall (primarily on the road verge)
- 73-77 Bridge Street (vacant block between Fettlers Cottages)
- Diggers Rest at 104 SW Hwy (Visitor Information Bay)
- Fettlers Park

At the Ordinary Council Meeting on 29 May 2024, Council resolved to support a new RV dump point in Boyanup and requested the Shire undertake community consultation requesting feedback on the above four listed sites and Lots 2 and 24 Turner Street – (Water Corporation and Public Transport Authority land respectively) before reporting back to Council on a recommended site (OC/2024/86).

Lot 1 South Western Highway and Lot 25 Turner Street were also investigated by Shire staff as these sites were identified by Boyanup community members for further consideration for the RV dump point site.

Additional community-identified sites
- Lots 2 and 24 Turner Street (Water Corporation and Public Transport Authority land respectively)
- Lot 1 South Western Highway
- Lot 25 Turner Street

Shire staff then investigated each of these seven potential RV dump point sites with various key stakeholders to determine which sites would be approved (in principle) and rule out any that would not be approved for use before conducting community consultation.

These stakeholders included Main Roads WA, Water Corporation, Department of Health, Public Transport Authority, Department of Planning, Lands and Heritage, the Shire's Economic Development Advisory Committee and numerous internal Shire staff to obtain feedback on the proposed RV dump point sites.

This process enabled Shire staff to eliminate potential RV dump point sites with 'fatal flaws' that would be unlikely to be able to proceed to project implementation. Further detail on sites assessed and why they were/were not recommended is included in Attachment 13.1.2 (Community Information Update and Ways To Have Your Say, pages 3-5).

Of the seven potential sites listed above for an RV dump point, only one site remained which met all the essential criteria and had no 'fatal flaws' identified by key stakeholders. This site was identified as the rear of the Hugh Kilpatrick Memorial Hall (primarily on the road reserve).

Boyanup community consultation process
Shire staff then conducted a comprehensive community consultation process about the remaining proposed site (the rear of the Hugh Kilpatrick Memorial Hall), through the months of January and February 2025.

The Boyanup community consultation process included:

- Online survey
- Letters to nearby residents
- Community Information Session and voting slips (Monday, 10 February 2025)
- Business Information Session and voting slips (Tuesday, 11 February 2025)
- Meetings with community groups as outlined below:
    - Boyanup Hall Advisory Committee (Wednesday, 19 February 2025)
    - Boyanup Progress Association Committee (Wednesday, 12 February 2025)
    - Boyanup Lions Club Committee (Monday, 17 February 2025)
    - Boyanup Memorial Park Committee (Thursday, 20 February 2025)
    - Information collected from other interested parties and groups throughout the process

The majority of participants throughout the consultation process agreed with an RV dump point being located in Boyanup, but many did not agree with the proposed location at the rear of the Hugh Kilpatrick Memorial Hall. Numerous issues were raised by community members regarding the proposed site, including (but not limited to), drainage, an underground spring, traffic concerns, turning swept paths, parking, perceived smell and the impact on other users of the Hall and nearby residents.

A Summary of Boyanup Community Consultation Outcomes for the proposed RV dump point site at the rear of the Hugh Kilpatrick Memorial Hall is provided at Attachment 13.1.1.

A Notice of Motion without notice presented at the April OCM
A Notice of Motion without notice was then presented at the April OCM.
Following discussions across all Councillors, the outcome of the motion is as follows:
"That Council;

1. Rules out the Bridge Street location behind the Hugh Kilpatrick Hall as a proposed location for the proposed Boyanup dump point
2. A) Looks at other sites identified in the Community Consultation for the Dump Point and RV Rest Area
   B) Requests the CEO provide a report to Council by the July OCM
3. Seeks third party interest in developing an RV rest area within Boyanup."

Shire of Capel Land and Reserve Audit
The Shire's Governance Team will soon conduct a Land and Reserve Audit of land that is Shire-owned or managed which is incorporated into the Shire's Corporate Business Plan. The Audit will provide the Shire with consolidated information on their land (either owned or managed), which can then provide the Shire with a more strategic, efficient and considered approach to land use moving forward, rather than reactionary, ad-hoc land use requests.

Sites identified through the Community Consultation for the Dump Point and RV Rest Area that are Shire-owned or managed will be included in the Audit. The Land and Reserve Audit is estimated to be completed by January 2026.

Based on the data and findings of the Land and Reserve Audit, the identification of potential sites for RV Park Development in Boyanup is envisaged to commence during the second half of the 2026 financial year.

Discussions with third party interests
Shire staff have already commenced initial fact-finding discussions with third party interests. However, Shire staff need to complete the Land and Reserve Audit first to ensure potential sites for an RV Park Development in Boyanup are suitable, as there may be significant associated infrastructure costs (power, potable water and sewerage requirements).

<u>Previous Council Decisions</u>

30 April 2025 – Council Decision OC/2025/87 -

"That Council:

1. Rules out the Bridge Street location behind the Hugh Kilpatrick Hall as a proposed location for the Boyanup Dump Point.
2.
   a) Looks at other sites identified in the Community Consultation for the Dump Point and RV Rest Area.
   b) Requests the CEO provide a report to Council by the July OCM.

3. Seeks third party interest in developing an RV rest area within Boyanup"

29 May 2024 – Council Decision OC/2024/86 -

"That Council:

1. Supports the overall staged development of RV Overnight Rest Areas and dump point in Boyanup and Capel for a two-year trial period, with an interim review to gauge the functional workings, community feedback and economic benefit of the RV Overnight Rest Areas to the community.

2.
   a. Supports a proposed new Boyanup RV dump point and requests the CEO undertake a community consultation process requesting feedback on the sites outlined in Attachment 13.2.1 and Lot 2 Cnr South West Highway and Turner Street before reporting to Council on a recommended site.

   b. Supports inclusion of a budget allocation for consideration as part of the Draft Annual Budget 2024-25.

3. Supports the proposed location of the new Boyanup RV Overnight Rest Area for the Boyanup RV Overnight Rest Area (Stage 2 – 2025-26) at 73-77 Bridge Street (vacant block between Fettlers Cottages), R53230, Lot 514 Bridge Street, based on:
   a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997; and*
   b. Consideration in future Corporate Business Plans (CBP) and the Draft Annual Budget 2025-26.

4. Supports the existing location, formalisation and improved design of the existing RV Overnight Rest Area in Capel along Berkshire Street, based on:

   a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*, and
   b. Consideration in future CBPs and the Draft Annual Budget 2026-27.

5. Supports the further development of the Capel RV Overnight Rest Area into the northern aspect of the Capel Oval, based on:
   a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997; and*
   b. Consideration in future CBPs and the Draft Annual Budget 2027-28."

28 September 2016 – Council Decision OC0906: "That Council develop a hardstand verge area on the southern side of Berkshire Road (0.27 SLK to 0.36 SLK) to provide space for caravans and recreational vehicles for overnight stays."

27 July 2016 – Council Decision OC0711: "That Council defer this item pending the undertaking of community consultation with residents on West Road adjoining Hannaby Park on the use of Hannaby Park as an overnight stay RV site and staff to bring a report back to Council for consideration."

18 June 2014 – Council Decision OC0602: "That Council receives the report on 'Overnight Stay' caravan sites in Capel and resolves:

1. That it agrees that it is important that it not establish similar facilities that will be in competition with the Peppermint Grove Beach Caravan Park;
2. That it makes provision in the future development of the Civic Precinct for signage to be provided giving instruction to travelers on where to find the Peppermint Grove Beach Caravan Park;
3. That the Chief Executive Officer considers in more detail the site suitability and feasibility of providing a temporary "roadside rest area" on Berkshire Street west adjacent to the Capel Recreation Ground, specifically for self-contained vehicles for stays no longer than 24 hours; the vehicles that are not self-contained to be directed to the Peppermint Grove Beach Caravan Park;
4. That the Chief Executive Officer investigates the amendment of existing local laws to allow for the designation and management of roadside areas by Council;
5. That the Chief Executive Officer investigates the requirements of establishing Ironstone Gully Falls as a nature-based camping area and if feasible and subject to budget allocation prepare a reserve management plan to formalise the use of the reserve for camping; and
6. That the Chief Executive Officer investigates the opportunities for Capel Town to obtain "Recreation Vehicle friendly" status."

17 April 2013 – Council Decision OC0410: "That Council adopts the Capel Civic Precinct Detailed Landscape Design and Development Plan as an operational guide to the future design, use and staged development of the Capel Civic Precinct for community and recreation purposes."
(The existing Capel dump point was listed in Stage 1 of this Plan).

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 3 - Foster a dynamic, diverse and strong local economy
3.1 Increased support and advocacy to stimulate greater local business success, investment and diversity

3.2 Effective promotion of the Shire and its towns
3.4 Continued improvement in town centre vibrancy

Corporate Business Plan 2024-2028

EDT 3 - **Visitation - Tourism and Hospitality Promotion** - Develop and implement a self-contained caravan / motorhome stop and dump point in Boyanup.

Shire of Capel Economic Development Framework 2024 - 2028

<u>Strategic Industry Sector - Tourism</u>

Improve tourism infrastructure by investing in tourism infrastructure such as new accommodation options, improved signage/wayfinding and better transport links, in order to enhance the visitor experience, attract more visitation and capture more expenditure from each visit.

<u>Strategic Focus Area – Realising enabling infrastructure</u>

Identify preferred locations, build RV and truck parking, RV dumping point and overnight caravan sites in Boyanup and Capel (where these services are not currently provided).

Statutory Framework

Local Framework

Parking Local Law 2016
<u>3.11 Parking on reserves</u>

No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

<u>7.6 Vehicles not to obstruct a public place</u>

(1) A person shall not leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the local government or unless authorised under any written law.

(2) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours

Local Government Property Local Law 2012
"local government property" means anything except a thoroughfare –
(a) which belongs to the local government;

(b) of which the local government is the management body under the Land Administration Act 1997;

(c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

2.7 (1) A determination may provide that specified local government property is set aside as an area on which a person may –

4.2(1) Behaviour detrimental to property

4.6(2) Failure to comply with a sign on local government property

Litter Act 1979
s23 Littering causing public risk

Bush Fires Act 1954
s25 Offences relating to the lighting of fires in the open air

State Framework

Public Works Act 1902
Elements of the proposed works qualify as public works under the Public Works Act 1902 (item 23 of Schedule 1 – Classes of public work).

Planning and Development Act 2005
The proposed use and development associated with the RV Park Development will require a development approval.

Building Act 2011
A building permit may be required

Building Regulations 2012

Caravan Parks and Camping Grounds Act 1995 and the Regulations 1997
11A.
(3) The approval is subject to the following conditions —
- (a) that any caravan or camp in which the person is camping on the land is maintained in such a condition that it is not a hazard to safety or health;
- (b) that the land is maintained in such a condition that it is suitable for camping, particularly in relation to —
  - (i) safety and health; and
  - (ii) access to services;
- (c) any other conditions specified by the local government in the approval.

Where greater than three nights or payment is being accepted by the site visitors, then a licence is required and compliance with further sections of the Caravan Parks and Camping Grounds Act 1995 and the Caravan Parks and Camping Grounds Regulations 1997.

Environmental Protection (Noise) Regulations 1997
Guests are to be advised of the requirement to comply with the Environmental Protection (Noise) Regulations 1997 in relation to noise emissions. There are requirements for noise levels under these Regulations to reduce after 7pm and then further after 10pm. Music noise, loud TV or stereo exceeding prescribed noise levels will not be tolerated and provision will be made to respond to after-hours complaints from neighbouring properties.

Water Corporation Trade Waste Permit Requirements
Caravan and Recreational Vehicle toilet waste has an organic content many times that of normal domestic wastewater and may contain various treatment chemicals. It is therefore classified as trade waste whose discharge to sewer must be assessed and approved through the Water Corporations trade waste requirements. There are also specific design and installation requirements including backflow prevention for consideration.

Water Corporation, connection to mains water supply for potable water requirements

***Land Administration Act 1997* s46 (1), Care control and management of reserves**

46. Care, control and management of reserves

(1) The Minister may by order place with any one person or jointly with any 2 or more persons the care, control and management of a reserve for the same purpose as that for which the relevant Crown land is reserved under section 41 and for purposes ancillary or beneficial to that purpose and may in that order subject that care, control and management to such conditions as the Minister specifies.

Federal Framework

National Construction Code

Building Code of Australia

Policy Framework

The following Shire Policies apply:

- Asset Management
- Crossovers
- Purchasing Policy
- Community Engagement
- Tree Management and Retention

Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Reputation **Rating:** Medium	Possible	Moderate	• Proceed with the strategy proposed in this report: 1. Conduct Land and Reserve Audit; 2. Identify potential sites for an RV Park Development in Boyanup based on data and findings from the Land and Reserve Audit; and 3. Investigate third-party interests.
Risk Description: Risk of not delivering the needs of the Boyanup community and actions outlined in the Strategic Community Plan, Corporate Business Plan and Economic Development Framework due to lack of consensus about a potential site.			

Risk 2 Financial **Rating:** Medium	Possible	Moderate	• The Land and Reserve Audit will provide a more strategic, efficient and considered approach to land use. • Potential RV Park Development sites for Boyanup will be strategically identified based on data and findings from this process.
Risk Description: Reactionary, ad-hoc land use requests are time-consuming and require significant investment of Shire resources (time, financial and human), including consultation with multiple internal senior staff and numerous external agencies on each separate occasion, with no consensus yet reached for a proposed site.			
Risk	**Likelihood**	**Consequence**	**Mitigation**
Risk 3 Service delivery **Rating:** Medium	Possible	Moderate	• Proceed with the strategy proposed in this report to ensure strategic identification of potential RV Park Development sites in Boyanup and streamline use of Shire resources (time, financial and human).
Risk Description: Economic development opportunity cost for the broader Shire due to time and resources spent on the Boyanup RV dump point and Overnight Rest Area project to date with no consensus yet reached for a proposed site.			
Opportunity: To use data and findings from the Shire's Land and Reserve Audit to strategically identify potential sites for RV Park Development for Boyanup for the purposes of increasing visitation and expenditure from the RV traveller market for the economic benefit of the local community.			

Financial Implications

The Shire's draft Annual Budget for 2025/26 (draft Corporate Business Plan 2025-2029), outlines the proposed budget allocations as below:

- $60,000 for the Land and Reserve Audit; and
- $20,000 to further develop the data and findings from the Land and Reserve Audit for the purposes of investigating RV Park Development in Boyanup and identifying potential sites with the intention of RV camping.

Proceeding with the strategy proposed in this report will avoid further financial implications in future by streamlining the use of Shire resources (time, financial and human).

Sustainability Implications

<u>Environmental</u>

Environmental implications for the proposed RV Park Development for Boyanup will be identified through the Land and Reserve Audit.

Social

The Land and Reserve Audit will provide a more strategic, efficient and considered approach to land use for Boyanup and the Shire moving forward. Together with the Shire of Capel Place Plan 2023-2027 and the soon-to-be-released Integrated Growth Framework, this will facilitate a more strategic and distinctly 'Place-based' approach to development, management and activation, ultimately providing better outcomes for the Boyanup community into the future.

Economic

The Land and Reserve Audit also provides the Shire with an opportunity for a more strategic approach to land use from an economic development perspective in future.

In relation to economic impact from the proposed RV Park Development in Boyanup, the Recreational Vehicle (RV) tourism market has become increasingly popular in Australia. The RV traveler market industry is the fastest growing domestic tourism sector in Australia and has been for the past 15 years. Caravans and campervans represent the two fastest growing sectors of vehicle types in Australia (Source: Campervan and Motorhome Club of Australia, January 2022).

In addition, there are 772,598 RV registrations nationally, of which 105,962 are in WA. 3.8% of the WA population have an RV registration (Source: Caravan Industry Association Western Australia, April 2024).

Asset

Future Shire assets will be identified following on from the initial phase of the Land and Reserve Audit. This will be considered through strategic planning of the Shire's land (owned or managed) and the determination of the land uses going forward.

Consultation/Engagement

External Consultation

Considerable targeted external consultation has occurred with the Boyanup community, Boyanup community groups and relevant external agencies throughout this project to date.

The overview of consultation below relates specifically to the proposed location of the RV dump point site at the rear of the Hugh Kilpatrick Memorial Hall.

A Summary of Boyanup Community Consultation Outcomes can be found in Attachment 13.1.1. Further detail on sites assessed and why they were/were not recommended is included in Attachment 13.1.2 (Community Information Update and Ways To Have Your Say, pages 3-5).

Targeted external consultation has occurred with:

Stakeholder	Comment
Boyanup Community	• An online survey opened on Monday 20 January 2025 and closed on Friday 14 February 2025. - The majority of responders supported the proposed location at the rear of the Hugh Kilpatrick Memorial Hall - 60 respondents - For: 34 / Against: 24 / 2 skipped the question • A community Information Session was held at Hugh Kilpatrick Memorial Hall on Monday 10 February 2025 at 7pm. - The majority of responders to a ballot did not support the proposed location at the rear of the Hugh Kilpatrick Memorial Hall - 29 in attendance (including 3 Councillors) - 23 slips completed: For: 2 / Against: 21 A sign was also erected at the proposed site stating: *'Please Capel Shire Not Here'* (rear of the Hugh Kilpatrick Memorial Hall)
Boyanup Business Community	• An online survey opened on Monday 20 January 2025 and closed on Friday 14 February 2025 (survey outcomes outlined above). • A Business Information Session was held at the Hugh Kilpatrick Memorial Hall on Tuesday 11 February at 7pm. - The majority of responders to a ballot did not support the proposed location at the rear of the Hugh Kilpatrick Memorial Hall - 12 in attendance (including 5 Councillors) - 7 slips completed: For: 3 / Against: 4
Nearby residents	• Nearby residents were sent a letter with the Information Update (including opportunities for feedback). Correspondence dated 16 January 2025. • Some nearby residents attended the Community Information Session on Monday 10 February and some are members of the community committees Shire staff met with separately. Nearby residents alerted Shire staff to concerns including (but not limited to): - Drainage - An underground spring on a property on Bridge Street which requires further investigation - Traffic concerns - Footpath required for school children using Bridge Street to get to the school bus • Nearby residents may also have completed the online survey. • The Boyanup Anglican Church and Op Shop provided an email response and petition. Further details are included below.
Boyanup Memorial Park Committee	• Shire staff attended a Committee meeting on Thursday 20 February at 7.30pm. • Formal Committee-endorsed response: *"At the recent meeting of the Boyanup Memorial Park Committee it was agreed that a dump point would be good for our town. As the Shire leaves us with no alternatives the committee voted in favour of the dump point being on*

Stakeholder	Comment
	Bridge Street although our preferred site is lot 1 South West highway where a 24-hour stop could be incorporated."
Boyanup Progress Association Committee	• Shire staff attended a Committee meeting on Wednesday 12 February at 6.30pm. • Formal Committee-endorsed response: *"Propose that the Shire put in a dump point on Bridge St. The committee supports a dump site in Boyanup, in Bridge Street, preferably on the west side of the street...Agreed by all but two members."*
Boyanup Hall Advisory Committee	• Shire staff attended a Committee meeting on Wednesday 19 February at 7pm. • Formal Committee-endorsed response: "*All members voted YES to the question of whether a dump point was needed in Boyanup and all members voted NO on the plan to site a dump point at the rear of the Hugh Kilpatrick Memorial Centre."*
Boyanup Lions Club Committee	• Shire staff attended a Committee meeting on Monday 17 February at 7pm. • Formal Committee-endorsed response: *"We support a dump point in Boyanup. We do not support the location being Bridge Street behind the Hugh Kilpatrick Hall."*
Boyanup Anglican Church and Op Shop	• The Boyanup Anglican Church and Op Shop were contacted to see if they would like Shire staff to attend a Committee meeting of the Church and/or Op Shop to discuss the project. The Warden of the Parish of Boyanup and Manager of the Op Shop responded via email submission and petition, which was received at the Community Information Session on Monday 10 February, 2025 at the Hugh Kilpatrick Memorial Hall. • The email submission is included in the Summary of Boyanup Community Consultation Outcomes Attachment 13.1.1. • The Shire notes that the petition submitted was not the Shire's formal petition template. However, there were 46 signatures on the petition against the proposed RV dump point site. Further petition details are included in the Summary of Boyanup Community Consultation Outcomes Attachment 13.1.1.
Phone calls from Boyanup community members	• The Shire notes phone calls from Boyanup community members. Discussion points documented and noted included issues raised with the proposed site and further discussion about Lots 2 and 24 Turner Street.
Water Corporation	• Officers have liaised with Water Corporation for feedback on all proposed Boyanup RV dump point sites. - In relation to the proposed site at the rear of the Hugh Kilpatrick Memorial Hall, advice received from Water Corporation is that a Trade Waste Permit will be required for the RV dump point, however no initial 'red flags' have been identified to prohibit use or development at the proposed site.

Stakeholder	Comment
	• Water Corporation's Trade Waste Permit PUB 40 for Caravan and RV Portable Toilet Cartridge Dump Point Facility states: *Caravan and Recreational Vehicle toilet waste has an organic content many times that of normal domestic wastewater, and may contain various treatment chemicals. It is therefore classified as trade waste whose discharge to sewer must be assessed and approved through the Water Corporation's trade waste requirements.* • Additional advice from Environmental Health is that under the provisions of the Government sewerage policy, new developments should be connected to sewer where in reasonable proximity. All commercial onsite effluent applications are processed by the Department of Health with Local Government recommendations and due to the wastewater volume, variation and availability of sewer, the Shire would not support a dump point site at a location without sewer connection. Sewer is always the preferred option and is required when access is in close proximity. - There are also specific design and installation requirements including backflow prevention for consideration. - Consideration of connection to Mains water supply for potable water requirements.
Main Roads WA	• Officers have liaised with Main Roads WA for feedback on all proposed Boyanup RV dump point sites. • The proposed location at the rear of the Hugh Kilpatrick Memorial Hall is Main Roads WA preferred dump point site. • Main Roads WA requires approval of final concept plans.
Department of Health	• Initial advice from the Department of Health is that there are no setbacks to ground water for the surge tank at the proposed RV dump point site at the rear of the Hugh Kilpatrick Memorial Hall.
Department of Planning, Lands and Heritage (DPLH)	• The proposed RV dump point site at the rear of the Hugh Kilpatrick Hall is primarily on road reserve, although a small section of the design is on Crown Land vested to the Shire for Community Use. • Initial discussions have occurred with DPLH regarding the proposed RV dump point site at the rear of the Hugh Kilpatrick Memorial Hall. A Change of Purpose may be required for the small section of design located on Crown Land vested to the Shire for Community Use.
LGIS	• Community and Corporate Services has had initial discussions with LGIS regarding insurance, liability and risk management.
Economic Development Advisory Committee (EDAC)	• The Shire's EDAC Committee has been kept informed about the RV dump point and Overnight Rest Area project.
Public Transport Authority (PTA)	• Shire officers had an online meeting with key staff from the PTA to discuss the feasibility of Lot 24 Turner Street as an option for the proposed RV dump point. • This site was not discussed further with the PTA, as it was not supported by Main Roads without significant upgrades to the intersection of South West Highway and Turner Street. It was determined that these works would be cost prohibitive to the project. • Main Roads advised it is not possible to develop a right turn treatment due to the proximity of existing development (buildings) to the Highway and the left turn treatment was not developed by the

Stakeholder	Comment
	previous Meadowbrooke Estate developer. Main Roads do therefore not support any increase in traffic demands at the intersection of Turner Street and South West Highway in principle.
Campervan and Motorhome Club of Australia (CMCA)	• Officers have liaised ongoing throughout the life of this RV project with staff at the CMCA. • CMCA staff have provided advice regarding RV dump point design, RV Friendly Town status requirements and funding opportunities available through the CMCA for the RV dump point.
Staff at other local governments with RV dump points and Overnight Rest Areas	• Officers have liaised ongoing throughout the life of this RV project with relevant staff at other local governments about their RV dump points and Overnight Rest Areas to compare design, issues to date, functionality, usage and maintenance.

Internal Consultation

Initial internal consultation has occurred with Shire staff as outlined below:

- Projects, Facilities & Assets
- Engineering and Works
- Development Services
- Environmental Health
- Governance and Risk
- Community Development and Safety
- Rangers
- Parks, Waste and Natural Environment

Officer Comment

The Shire has invested significant resources to date (time, financial and human), into the RV Park Development project for both Boyanup and Capel. A substantial amount of work has been completed on the project, including (but not limited to):

- Extensive research and collaboration to determine key learnings and best practice from peak bodies, agencies and other local governments;
- Potential site identification and assessment (criteria-based);
- Extensive liaison with numerous external agencies and Shire staff regarding potential sites to identify any 'fatal flaws' that might prohibit development;
- Development of initial concept drawings;
- Communication strategy and updates (including hardcopy posters, brochures, information updates, Q&As, direct mailouts, email database mail outs, website and social media campaigns); and
- Comprehensive targeted consultation with the local community and community groups in relation to the proposed RV dump point site at the rear of the Hugh Kilpatrick Memorial Hall.

However, consensus has still not been reached on a proposed site for an RV dump point or Overnight Rest Area for Boyanup.

The Land and Reserve Audit will provide a more strategic, efficient and considered approach to land use for the Shire moving forward, rather than reactionary, ad-hoc land use requests. Potential RV Park Development sites for Boyanup will be identified based on data and findings through this process, while streamlining the use of Shire resources.

The Land and Reserve Audit also presents the Shire with an opportunity for a more strategic approach to land use from an economic development perspective in future.

Summary

This report summarises the information (both historic and current), and work undertaken to date regarding the RV Park Development project for Boyanup.

The strategy proposed in this report is as outlined below:

1. Conduct a Land and Reserve Audit to provide the Shire with a more strategic, efficient and considered approach to land use moving forward;
2. Identify potential sites for an RV Park Development in Boyanup, based on data and findings from the Land and Reserve Audit; and
3. Investigate third-party interests.

Voting Requirements

Simple Majority

OC/2025/125 - Officer's Recommendation / Council Decision - 13.1

Moved Cr Noonan, Seconded Cr Terrantroy.

That Council:

1. **Supports the investigation of an RV Park Development in Boyanup based on data and findings from the Land and Reserve Audit (Governance Team) and identifying potential sites with the intention of RV camping.**

2. **Notes that other sites identified in the Community Consultation for the Dump Point and RV Rest Area will be included as part of the Land and Reserve Audit (if the sites identified are Shire-owned or managed).**

3. **Supports the investigation of third-party interest in developing an RV Rest Area within Boyanup, following the findings of the Land and Reserve Audit and identification of potential sites with the intention of RV camping.**

Carried 9 / 0

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

Against - Nil

13.2. Shire President Feedback Report - ALGA National General Assembly

Author	Corporate Administration & EA to Shire President, Bec Clayton
Authorising Officer	Acting Chief Executive Officer, Gary Clark
Nature of the Decision	Executive/Strategic
Attachments	1. Shire President Feedback Report ALGA NGA 25 [**13.2.1** - 5 pages] 2. Breakout Session Reports [**13.2.2** - 3 pages] 3. NGA 25 COMMUNIQUE [**13.2.3** - 2 pages] 4. NGA 2025 Listening Report [**13.2.4** - 27 pages]
Confidential Status	*This item is not a confidential matter.*

Proposal

To receive the report provided by the Shire President on the Australian Local Government Association (ALGA) National General Assembly.

Officer's Recommendation

That the Council receives the feedback report from the Shire President as per attachment 13.2.1 for the Australian Local Government Association National General Assembly and support the next steps provided within the report.

Background

The Shire President, Deputy Shire President and the Director of Infrastructure and Development attended the National General Assembly hosted by ALGA from 24 – 27 June 2025.

Previous Council Decisions

28 May 2025 (OC/2025/92) - That Council endorse the attendance of the Shire President, Deputy Shire President and a senior officer to attend the 2025 National General Assembly Annual conference.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 3 - Foster a dynamic, diverse and strong local economy -
3.1 Increased support and advocacy to stimulate greater local business success, investment and diversity.
3.2 Effective promotion of the Shire and its towns.

Direction 4 - Deliver good leadership, governance and decision-making -
4.2 Informed and transparent decision making.

Direction 6 - Effective communication, engagement and relationship development -

6.2 Improved cross sector relationships and collaboration.

Policy Framework

The following Shire Policies apply:

- Attendance at Events.
- Council Member Professional Development.

Officer's Comment

The Shire President has submitted a report to Council and the community outlining the key findings, highlights, recommendations, and proposed next steps arising from attendance at the National General Assembly.

Summary

The feedback report acknowledges the findings from the National General Assembly and will support the implementation of the four actions outlined by the Shire President.

Voting Requirements

Simple Majority.

OC/2025/126 - Officer's Recommendation / Council Decision - 13.2

Moved Cr McCleery, Seconded Cr Dillon.

That the Council receives the feedback report from the Shire President as per attachment 13.2.1 for the Australian Local Government Association National General Assembly and support the next steps provided within the report.

Carried 9 / 0

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

Against - Nil

14. Infrastructure and Development Reports

14.1. Amendment No.3 (Omnibus) to Local Planning Scheme 8 for Recommendation for Final Approval

File Reference	PA102/2024
Applicant	Shire of Capel
Owner	Bob Wallin
Author	Planning Coordinator, Bob Wallin
Authorising Officer	Director Infrastructure and Development, Matt Young
Nature of the Decision	Legislative
Attachments	1. Attachment 1 - Amendment 3 Omnibus to LP S 8 [**14.1.1** - 12 pages] 2. Attachment 2 Schedule of Submissions [**14.1.2** - 6 pages] 3. Attachment 3 Schedule of Modifications [**14.1.3** - 1 page]
Confidential Status	*This item is not a confidential matter.*

Proposal

To request final approval be granted for Amendment 3 to Local Planning Scheme 8 (LPS8) by the Western Australian Planning Commission (WAPC).

Amendment 3 to LPS8 seeks to make text changes to improve the operation and implementation of provisions (see Attachment 14.1.1).

Officer's Recommendation

That Council:

1. Receives the Schedule of Submissions (Attachment 14.1.2).
2. Determines the submissions by resolving to adopt the recommendation in the Schedule of Submissions (Attachment 14.1.2).
3. Recommends the proposed scheme amendment is supported, in accordance with clause 50(3) of the Planning and Development (Local Planning Schemes) Regulation 2015, with proposed modifications to address issues raised in the submissions as detailed in the Schedule of Modifications (Attachment 14.1.3).
4. Authorises all relevant documents to be forwarded to the Western Australian Planning Commission in accordance with clause 53 *Planning and Development (Local Planning Schemes) Regulation 2015.*

Background

LPS8 was gazetted 17 July 2023 and replaced Local Planning Scheme 7 which had been operational since 1998.

LPS8 has been in operation for two years. During this time, a several administrative issues have been identified that can be resolved through text changes. These changes include:

- Minor change to the zoning table;
- Amending/deleting provisions to reflect regulatory changes and updated Residential Design Code options that enable variations to be considered as local planning policies;
- Correct cross references;
- Amending Schedule 3 to add flexibility for water supply storage options where reticulated water is not available, and remove the need for a building envelope for lots below 4000m^2; and
- Amending special control areas to allow exemptions for limited minor development to require development approval.

Attachment 14.1.1 provides details of:

- proposed text changes; and
- background justification and context for each of the proposed text changes.

Following initiation being endorsed by the Council, Amendment 3 has been advertised in accordance with WAPC instructions and is now presented to the Council to consider submissions received and subsequent proposed modifications. Amendment 3 requires endorsement and consent from the Council to be forwarded to the WAPC for final approval.

Previous Council Decisions

Council at its 30 October 2024 Ordinary Council Meeting resolved as follows:

"1. Adopts (initiates) Amendment 3 to the Shire of Capel Local Planning Scheme No.8;

2. Endorses Amendment 3 as a standard amendment for the following reasons:

- *The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;*
- *An amendment to the scheme to provide a modification of planning codes that is to be read a spart of the scheme.*

3. Resolves to seek approval to advertise from the Western Australian Planning Commission.

4. Refers the amendment to the Environmental Protection Authority as the amendment does not meet at least one prescribed class of the Environmental Protection Amendment Regulations 2024 for exemption."

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance and decision-making -
4.1 Effective and compliant governance.
4.2 Informed and transparent decision making.
4.3 Contemporary planning and local development.

Corporate Business Plan 2024 - 2028

DEV 11 – **Local Planning Scheme No.8** - Monitor implementation and consider amendments to reflect the needs of contemporary planning framework.

Statutory Framework

Local Framework

Local Planning Scheme 8 (LPS8)

The proposed changes will improve the implementation of town planning outcomes within the Shire. The proposed changes intend to remove the need for development approvals in limited, clearly defined circumstances, which is consistent with the objectives of the State in streamlining planning processes through the delivery of planning reform. The details and background are provided in Attachment 14.1.1.

State Framework

Clause 75 of the *Planning and Development Act 2005* allows a local government to amend a local planning scheme.

Part 5 Division 3 details relevant consideration in preparing or amending a local planning Scheme. This includes requirements for referral to the Environmental Protection Authority and processes for approving and publishing the amendment.

The *Planning and Development (Local Planning Schemes) Regulations 2015* include regulations regarding:

- Term used in defining types of amendments - Regulation 34;
- Resolutions to prepare or adopt and amendment - Regulation 35; and
- Process requirements for a standard amendment- Regulations 46A to 56.

Clause 50(3) states that following advertising, the local government:
"must pass a resolution -
(a) to support the proposed amendment without modification; or
(b) to support the proposed amendment with proposed modifications to address issues raised in the submissions; or
(c) not to support the proposed amendment."

Clause 53 outlines the documents to be forwarded to the WAPC for consideration.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

There are no local planning policies relevant to this item.

Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Legislative Compliance **Rating:** Medium	Possible	Minor	Approving the amendment will provide a clear and consistent approach for assessment of development applications.
Risk Description: Failure to proceed will require applicants to follow unnecessary procedures and experience delays in progressing their proposals.			
Opportunity: The proposed amendment seeks to remove the need to require a development approval for classes of development that are minor in nature, have no impact on the principles of orderly and proper planning and have limited to no impacts on local amenities as well as reducing land use conflicts in the zoning table, assisting with residential housing diversity and flexibility in servicing arrangements.			

Financial Implications

Budget

There are minimal budget implications for progressing the amendment. These will be limited to costs associated with advertising in the local paper and publishing in the Government Gazette.

Long Term

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

Sustainability Implications

Climate Change and Environmental

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

Social

There are no relevant social implications relevant to this item.

Economics

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

The WAPC granted consent to advertise the amendment.

Prior to public advertising, it was necessary to refer Amendment 3 to the Environmental Protection Authority (EPA). This was required to be completed prior to starting public advertising. The EPA determined that:

"Referral Examined, Preliminary Investigations and Inquires Conducted. Scheme Amendment Not to be Assessed under Part IV of the EP Act. No advice Give (Not appealable)."

Advertising was undertaken for a period of 42 days, ending 22 May 2025. The advertising included:
a) notices in the local paper;
b) notices on the Shire's website
c) hard copies being made available at the Shire office
d) referral letters to Government Agencies.

A total of eleven submissions were received from government agencies providing technical advice (see Attachment 14.1.2 – schedule of submissions). Attachment 14.1.2 provides details of the submissions, officer comments and suggested responses.

Officer's Comment

The details and background justification for the proposed amendment are contained in Attachment 14.1.1.

Summary

The proposed changes in Attachment 14.1.1 will improve the operation and implementation of LPS8, based on practical experience of its operation over the last two years as well as incorporating changes resulting from updates to State Planning framework and the Residential Design Codes.

The proposed amendment is consistent with the objectives of the State relating to planning reform and streamlining development approval processes.

Voting Requirements

Simple Majority.

OC/2025/127 - Officer's Recommendation / Council Decision - 14.1

Moved Cr Schiano, Seconded Cr Fergusson.

That Council:

1. **Receives the Schedule of Submissions (Attachment 14.1.2).**

2. **Determines the submissions by resolving to adopt the recommendation in the Schedule of Submissions (Attachment 14.1.2).**

3. **Recommends the proposed scheme amendment is supported, in accordance with clause 50(3) of the Planning and Development (Local Planning Schemes) Regulation 2015, with proposed modifications to address issues raised in the submissions as detailed in the Schedule of Modifications (Attachment 14.1.3).**

4. **Authorises all relevant documents to be forwarded to the Western Australian Planning Commission in accordance with clause 53 *Planning and Development (Local Planning Schemes) Regulation 2015.***

Carried 9 / 0

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

Against - Nil

14.2. RFT 25-06 Shire of Capel – Facilities Cleaning Services

Author	Coordinator Building Facilities, Garry O'Neill
Authorising Officer	Director Infrastructure and Development, Matt Young
Nature of the Decision	Contractual
Attachments	1. RFT 25-06 Shire of Capel – Facilities Cleaning Services [**14.2.1** - 66 pages] 2. CONFIDENTIAL REDACTED - RFT 25-06 Evaluation Summary & Price Schedule Comp. [**14.2.2** - 3 pages]
Confidential Status	*This item is not a confidential matter.*

Proposal

Council is requested to consider the tender submission for the cleaning of council owned and managed facilities throughout the Shire of Capel and award the tender to Uniting Global.

Officer's Recommendation

That Council accepts the tender submission from Uniting Global for cleaning of Council facilities to an estimated value of $153,974.60 (excluding GST) per annum, totalling a value of $461,923.80 (excluding GST) over the total possible three (3) year term. The contract is for an initial two (2) year term, with the option of a single one (1) year extension at the discretion of the CEO.

Background

Historically, cleaning services for Council facilities have been delivered in-house. While this approach provided direct oversight, it also involved significant resourcing, including recruitment, training, equipment, and management of staff.

Contracting cleaning services offers an alternative that can deliver improved efficiency, cost certainty, and service quality. External providers bring specialised expertise, supply their own staff and equipment, and operate under service level agreements that help ensure consistent standards. Contracting also allows for greater flexibility to scale services based on operational needs and reduces Council's liability and administrative burden.

Shifting to a contracted model enables Council to focus internal resources on core services while maintaining clean, safe, and professionally managed facilities.

The Shire completed a request for tender process, RFT 25-06, for the cleaning of Council facilities for an initial two-year contract term with the option of a single one-year extension that is subject to the Contractor's performance and exercised at the discretion of the CEO. The total term possible under this contract is three years.

The RFT was advertised on the Shire's e-tendering portal for a five (5) week period and received one submission prior to the deadline. The submission then went through the tender evaluation process with an assessment panel of four Officers as per the Shire's Purchasing Policy and Procurement Management Procedure.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

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

Corporate Business Plan 2024-2028

PFA 26 - **FAC - Deliver scheduled building maintenance programs** - Continue to provide well maintained public buildings in line with asset management plans & industry best practices. (Compliance driven).

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Section 3.57 of the *Local Government Act 1995* applies.

3.57. Tenders for providing goods or services.

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders.

Regulation 11(1) of the *Local Government (Functions and General) Regulations 1996* applies.

11A. Purchasing policies for local governments.

(1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $150,000 or less or worth $150,000 or less.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:
- Asset Management.
- Purchasing.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Reputation	Possible	Moderate	Monitor contractor performance through regular site inspections. Maintain a complaint tracking system and respond to issues within agreed timeframes.
Risk Description: Poor service delivery impacts cleanliness and public satisfaction.			
Risk 2 Service Delivery	Possible	Moderate	Implementation of a structured contract management approach. Regular site inspections will be conducted to monitor performance, supported by contractor checklists or digital reporting tools to verify service completion. Any issues will be addressed promptly, with non-performance managed under the contract's escalation and remedy provisions.
Risk Description: Poor service delivery can lead to unhygienic or unsafe environments, damage community trust, trigger complaints, and impact the usability of key public assets. Inconsistent attendance or missed cleans can particularly affect high-use areas and community expectations of service quality.			
Risk 3 Financial	Possible	Moderate	Closely monitor invoicing against agreed rates and frequency. Require pre-approval for any out-of-scope work.
Risk Description: Unexpected increases in cost or unauthorised work could lead to budget pressures and reduced value for money.			
Opportunity: Improved facility standards and community satisfaction through consistent, professional cleaning services. This enhances the user experience, reduces long-term asset degradation, and supports community health and safety outcomes.			

Financial Implications

Budget

The financial implications relevant to this proposal are outlined below.

This is a multi-year tender resulting in an initial contract term of two (2) years, with an option to extend the contract for a further one (1) year, with any extension being at the principal's sole discretion. An estimated value of $153,974.60 per annum (excluding GST) has been derived from the price schedule attached.

Long Term

Subsequent budget allocations will need to be included within the Shire's annual budget commitments for the corresponding time. As it is an existing contract, it will be included in the operating and maintenance budget for future budgeting.

Sustainability Implications

Climate Change and Environmental

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

Social

Ensuring cleanliness and safety in public facilities enhances community wellbeing, accessibility, and user satisfaction. Contracting services also bolster local employment, stimulate the regional economy, and guarantee high service standards for the broader community's benefit.

Economic

Securing a long-term contract enables the Shire to lock in pricing for long-term budget planning.

Asset

Regular and professional cleaning contributes to the longevity and presentation of Council assets by preserving surface finishes, preventing damage from neglect or improper cleaning methods, and supporting safe use by staff and the public. A well-managed cleaning contract helps protect Council's investment in facilities by maintaining them to a high standard, reducing the need for more frequent maintenance or premature asset renewal.

The contractor's use of appropriate cleaning products and equipment, in line with agreed schedules and standards, ensures consistency in the care of building interiors, fixtures, and fittings. Clear contract specifications and performance monitoring are essential to safeguard the condition of assets across Council facilities.

Consultation/Engagement

External Consultation
No external consultation was undertaken.

Internal Consultation

- Projects, Facilities & Assets Team.
- Governance & Risk Team (Procurement).

Officer's Comment

The transition to contracted cleaning services reflects a strategic approach to improving service delivery, operational efficiency, and long-term sustainability in the management of Council facilities. This recommendation follows a comprehensive procurement process in line with the Council's Purchasing Policy. Evaluation criteria included relevant experience, key personnel skills and experience, tenderers resources and demonstrated understanding, ensuring a balanced and transparent selection process.

Contracting a professional cleaning provider offers a range of benefits to the organisation and community. It allows Council to maintain high standards of cleanliness and hygiene across its facilities essential for public safety, comfort, and accessibility, while enabling internal teams to focus on core functions. Clean and well-maintained facilities enhance user experience, encourage greater community participation, and reflect positively on Council's commitment to quality service provision.

From an asset management perspective, consistent and skilled cleaning contributes to the preservation of Council assets by reducing wear and tear, minimising deterioration, and extending the life of building finishes, fixtures, and fittings. Clear service standards and regular performance monitoring will safeguard service quality and asset condition.

Tender Information

A five-week tender advertisement period to the open market via the Shire of Capel's e-tendering portal Tenderlink was completed with five tenders received prior to the deadline.

The five tender submissions received all underwent a detailed compliance review before being provided to the four officers on the assessment panel to individually evaluate against the predetermined criteria.

The criteria used for this tender were as follows:

- Compliance Criteria (non-weighted)
- Relevant Experience (20% weighting)
- Key Personnel Skills and Experience (20% weighting)
- Tenderers Resources (20% weighting)
- Demonstrated Understanding (20% weighting)
- Tendered Price (20% weighting)

Commentary from the assessment panel indicated that the recommended tenderer is highly experienced in these services with access to a list of in-house resources and personnel. The submitted methodology also gave the assessment panel a high degree of confidence in the tenderer's ability to complete the works if awarded.

Furthermore, it was identified that the recommended tenderer was eligible for application of the Shire's Local Purchasing Preference due to their permanent location and operations in the South West of WA. This in turn would facilitate a positive outcome for the Shire by supporting local business, aiding local employment and encouraging the purchasing of local materials as well as various other economic benefits throughout the life of the contract. Upon completion of the evaluation process, the assessment panel was unanimous in recommending Uniting Global to Council for the award.

Overall, the recommendation to award a cleaning contract presents a sound, sustainable, and community-focused solution that delivers value for money, supports asset management, and enhances service delivery for the benefit of the Shire and its residents.

Summary

Council is asked to award an initial two (2) year contract, with the option of a single one (1) year extension for cleaning of Shire facilities following a tender process. Previously done in-house, contracting cleaning improves efficiency, service quality, and allows Council to focus on core tasks.

The awarding of the tender to Uniting Global was evaluated per policy and meets strategic goals for well-maintained community facilities. Contracting supports local jobs, enhances user experience, and helps protect Council assets, offering a cost-effective and sustainable solution.

Voting Requirements

Simple Majority.

OC/2025/128 - Officer's Recommendation / Council Decision - 14.2

Moved Cr Mogg, Seconded Cr Dillon.

That Council accepts the tender submission from Uniting Global for cleaning of Council facilities to an estimated value of $153,974.60 (excluding GST) per annum, totalling a value of $461,923.80 (excluding GST) over the total possible three (3) year term. The contract is for an initial two (2) year term, with the option of a single one (1) year extension at the discretion of the CEO.

Carried 9 / 0

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

Against - Nil

14.3. RFT 25-05 Tree Management Services

Author	Manager Parks, Waste & Natural Environment, Josh Connah
Authorising Officer	Director Infrastructure and Development, Matt Young
Nature of the Decision	Contractual
Attachments	1. RFT 25-05 - Tree Management Services [**14.3.1** - 78 pages] 2. CONFIDENTIAL REDACTED - RFT 25-05 Evaluation Summary & Schedule of Rates Comp. [**14.3.2** - 7 pages]
Confidential Status	*This item is not a confidential matter.*

Proposal

The Council is requested to support the tender submission for the maintenance of trees throughout the Shire of Capel and award the tender to Arbor Guy Pty Ltd for a three (3) year period, with the option of a one (1) year + one (1) year extension at the discretion of the CEO.

Officer's Recommendation

That Council accept the tender submission from Arbor Guy Pty Ltd for tree management services for a three (3) year period, with the option of a one (1) year + one (1) year extension at the discretion of the CEO.

Background

The Shire had an existing tender, RFT 23-05 '*Tree Management Services.*' This tender reached the end of the initial contract period, 30 June 2025, and after a thorough review, the Shire decided against exercising the optional extension.

Although there were no significant contract concerns, officers identified key components within the pricing schedule that could be altered to reduce future operating expenditure. Over the course of RFT 23-05 (2 years), there was an expenditure of $952,038.

<u>Previous Council Decisions</u>

- Council at its Ordinary Council Meeting dated 26 May 2021 accepted the tender from Arbor Guy as the successful tenderer for the Shire of Capel Tender 21.06 'Tree Pruning, Mulching and Removal of Trees' (OC 105/2020).

- 28 June 2023 Council accepts RFT 23-05 from Arbor Guy (OC/2023/118).

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 2 - Manage and protect our environment -
2.1 Improved management of our natural environment assets and attractions.
2.3 A Shire committed to sustainable practices.

2.5 Improved connection and access to natural assets of the forest and coastal environment.

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

Corporate Business Plan 2024-2028

PWNE 13 - **Contract Management Administration** - Waste Contracts, Street Sweeping Contract, Street Lighting Contract, Tree Pruning Contract, Minor Works Contract.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Section 3.57 of the *Local Government Act 1995* applies.

3.57. Tenders for providing goods or services.

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders.

Regulation 11(1) of the *Local Government (Functions and General) Regulations 1996* applies.

11A. Purchasing policies for local governments.

(1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $150,000 or less or worth $150,000 or less.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Policy Framework.
- Tree Management and Retention.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial **Rating:** Medium	Likely	Major	Endorse RFT 25-05 so that an agreed pricing schedule can be utilised for all specific tree management works.
Risk Description: Forecasted expenditure is over $350,000 per annum. Without a specific pricing schedule, this would leave the business at risk of inflated quotations.			
Risk 2 Infrastructure / Systems / Utilities **Rating:** High	Possible	Moderate	Tender development offers a framework for managing and maintaining tree assets, enabling the Shire to stay proactive in tree management and prevent potential issues or damage.
Risk Description: The absence of a formal tendered contract presents a risk that required standards and conditions for trees, as Shire assets, may not be met. Without a structured program in place, proactive maintenance and inspection efforts are limited. This results in minimal data on asset conditions, increasing the likelihood of incidents such as falling trees, obstructed sightlines, and potential damage to other Shire assets, thereby posing safety risks to the community.			
Opportunity: Accepting a contract for tree management solidifies the Shire's stance on preserving urban street tree canopies. It will provide a set pricing schedule, along with a maintenance program that can be booked in without any delayed response.			

Financial Implications

Budget

The RFT provides a fixed schedule of rates for the duration of the contract, allowing the Shire to forecast expenditure on an annual basis. After pre-selecting the most used line items, the tender projected a budget implication of $400,000 per annum.

Long Term

Modelling with the submitted schedule of rates forecasts an expenditure of $1.2 million over the three-year period, with an estimated cost saving of $250,000 on the previous contract. As this is an existing contract, it will be included in the operating and maintenance budget for future budgeting requirements.

Sustainability Implications

Climate Change and Environmental

Street trees are integral to maintaining biodiversity and play a significant role in mitigating climate change. This tender will support Australian Standards for tree pruning (AS 4373) and provide guidelines for safe and effective tree pruning practices, ensuring the health and longevity of trees.

Social

There are no relevant social implications relevant to this item.

Economic

Securing a long-term contract enables the Shire to lock in pricing for long-term budget planning.

Asset

The Shire is transitioning into recognising the significance of street trees in terms of asset management. This tender will increase tree preservation in terms of quality pruning techniques and pest control, thus continuing healthy tree stock.

Consultation/Engagement

External Consultation

- Contractor engagement

Internal Consultation

The panel for the assessment of the tender included:
- Director Infrastructure & Development
- Manager Parks, Waste & Natural Environment
- Coordinator Parks
- Coordinator Works
- Procurement Officer

Officer’s Comment

A thorough review of RFT 23-05 identified the need to adjust the schedule of rates to better suit the Shire’s tree maintenance program. A new rates schedule was developed that aligned to the Australian Standards (AS4373) and would provide better value for money when completing annual powerline pruning, along with general maintenance requests.

A four-week tender period via the Shire of Capel Tenderlink Portal was completed. Once the tender period closed, a tender evaluation process was undertaken by four Shire officers conducting independent assessments of the two submissions received.

Evaluation criteria were set, with a score allocated to each criterion. Scores were assigned to tenders against each criterion.

These criterions were:
- Compliance Criteria (non-weighted).
- Relevant Experience (20% weighting).
- Key Personnel Skills and Experience (15% weighting).
- Tenderers Resources (15% weighting).
- Demonstrated Understanding (20% weighting).
- Tendered Price (30% weighting).

Commentary from the assessment panel indicated that the tenderer is highly experienced in these works with access to a list of in-house resources and personnel. The tendered methodology and adherence to the Shire's planned maintenance schedule also gave the assessment panel a high degree of confidence in the tenderer's ability to complete the works if awarded. Initial budget calculations indicated an annual price component well within the submitted response.

Furthermore, it was identified that the tender received was eligible for application of the Shire's Local Purchasing Preference due to their permanent location in the Southwest of WA. This in turn would facilitate a positive outcome for the Shire by supporting local business, aiding local employment and encouraging the purchasing of local materials as well as various other economic benefits throughout the life of the contract.

Upon completion of the evaluation process, the assessment panel was unanimous in recommending Arbor Guy Pty Ltd to the Council for the award.

The objectives of the RFT are outlined below:

- Improved cost efficiency.
- Improved work efficiency and flexibility.
- Minimising environmental impacts.
- Compliance and safety.

Monitoring and evaluating the success of this program is essential with the following key performance indicators (KPIs) to be assessed throughout the contract:

- Service delivery through response and completion times.
- Tree health post pruning.
- Cost control, with quarterly reviews to be completed.

Summary

The evaluation of RFT 25-05 Tree Management Services confirmed the panel's belief that the award process has been both fair and equitable and is supported with sufficient and valid justification.

This award is considered to be the best value for money as outlined within the officer's comment and supports the outcome of this process with recommendation of the successful award to Arbor Guy Pty Ltd.

This process aligns this service provision to the Shire of Capel Purchasing Policy.

Voting Requirements

Simple Majority.

OC/2025/129 - Officer's Recommendation / Council Decision - 14.3

Moved Cr Mogg, Seconded Cr Terrantroy.

That Council accept the tender submission from Arbor Guy Pty Ltd for tree management services for a three (3) year period, with the option of a one (1) year + one (1) year extension at the discretion of the CEO.

Carried 9 / 0

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

Against - Nil

15. Community and Corporate Reports

15.1. Access & Inclusion Plan 2025 - 2030

Author	Community Development Coordinator, Donna Sims
Authorising Officer	Director of Community and Corporate, Samantha Chamberlain
Nature of the Decision	Executive/Strategic
Attachments	1. Draft Access & Inclusion Plan 2025 - 2030 [**15.1.1** - 28 pages] 2. Draft Implementation Plan 2025-2030 [**15.1.2** - 7 pages]
Confidential Status	*This item is not a confidential matter.*

Proposal

The Council is requested to endorse the Access & Inclusion Plan 2025 – 2030.

Officer's Recommendation

That the Council endorses the Access & Inclusion Plan 2025 – 2030.

Background

The Shire of Capel is committed to fostering an inclusive and accessible community that values diversity and ensures the full participation of all its residents. This commitment to accessibility and inclusion is encapsulated in the Access & Inclusion Plan (AIP), a strategic framework designed to remove barriers and promote equitable opportunities for individuals of all abilities.

The AIP serves as a comprehensive guide for the Shire of Capel to create an environment that facilitates the active involvement of all people in all aspects of community life.

Access and inclusion issues impact a broad spectrum of community members, encompassing people with disabilities, along with their families and caregivers.

It extends to people from culturally and linguistically diverse backgrounds, First Nations people, the elderly, members of the Lesbian, Gay, Transgender, Queer, Intersex, Asexual and other non-binary identities (LGBTQIA+) community, individuals facing financial hardships, and those encountering temporary illnesses or injuries.

In addition to the above, it considers accessibility factors for parents navigating the community with prams.

<u>Previous Council Decisions</u>

The previous Disability Access & Inclusion Plan was adopted by Council in 2018 (OCO219).

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 1 - Strengthen and enhance the well-being of our community:
1.1 A more engaged community.
1.2 A capable community that drives community activation and participation.
1.3 An inclusive community.
1.5 A healthy and active community.

Direction 2 - Manage and protect our environment:
2.5 Improved connection and access to natural assets of the forest and coastal environment.
Direction 4 - Deliver good leadership, governance and decision-making.
4.5 Improved customer engagement.

Direction 5 - Provide and maintain suitable infrastructure and facilities:
5.1 Appropriate community facilities that meet the communities' needs.
5.4 Improved beach infrastructure to support a healthy beach lifestyle.

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 2024-2028

CDVS 27 - **Disability Services** - Implement activities, actions, and programs in line with the Council endorsed Disability Access and Inclusion Plan.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

The WA Disability Services Act 1993 offers a structured framework, recognising the multifaced nature of the unique challenges of people with varying abilities. The Act outlines seven outcomes, providing a comprehensive guide to identify and overcome barriers across various facets of access and inclusion.

The seven outcomes are:

1. Services & Events – People of all abilities can access the services of, and any events organised by the Shire of Capel.
2. Buildings & Facilities – People of all abilities can access buildings and facilities in the Shire of Capel.
3. Information – People of all abilities can receive information from the Shire of Capel in a format that will enable them to assess the information.
4. Quality of Service – People of all abilities receive a high level of service from the staff at the Shire of Capel.
5. Complaints – People of all abilities are able to make complaints to the Shire of Capel.

6. Public Consultation – People of all abilities are able to participate in any public consultation by the Shire of Capel.
7. Employment – People of all abilities are able to obtain and maintain employment at the Shire of Capel.

Section 28 of the Disability Services Act 1993 requires each public authority to have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the public, the performance of those functions furthers the principles of Schedule 1 of the Act and meets the objectives of Schedule 2 of the Act.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

There are no Council policies relevant to this item.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Legislative Compliance **Rating:** High	Possible	Major	The development and implementation of the Access and Inclusion Plan prevents the risk of the Shire not complying with legislation.
Risk Description: The development of an Access and Inclusion Plan ensures oversight against legislative requirements.			
Risk 2 Reputation **Rating:** Medium	Possible	Moderate	The development and implementation of the Access & Inclusion Plan enhances the reputation of the Shire as an inclusive and accessible Shire.
Risk Description: The Shire acknowledges its access and inclusion responsibilities.			
Risk 3 Service Delivery **Rating:** Medium	Possible	Moderate	The development and implementation of the Access & Inclusion Plan reduces the Shire's service delivery risk.
Risk Description: The Shire's facilities and services, where practicable, are required to be inclusive and accessible to the community.			
Opportunity: The development of an Access and Inclusion Plan highlights accessibility and inclusion as a key decision-making tool when providing facilities and services to the community.			

Financial Implications

Subject to the endorsement of the AIP, there are a range of low-cost financial implications that can be implemented across a range of accessibility portfolios as follows:

Information

Individuals with hearing loss struggle with comprehension and other accessibility issues at large, noisy public gatherings. A key recommendation from the AIP is to display transcripts on large screens at Shire functions and events, enabling individuals who are hard of hearing to read the audio content.

Shire staff can ensure that it is an operational procedure to ensure the availability of a large screen at the three (3) major Shire functions and events we hold annually.

Grants

The Shire currently offers a Sports Participation (financial incentive) scheme for its residents, to support attendance at State, National and International sporting events. A key recommendation from AIP is to broaden this scheme to include the high performing Shire of Capel residents who qualify for similar level competitions in the S.T.E.M (Science, Technology, Engineering and Mathematics) realm.

If the AIP is endorsed, the Shire would propose keeping the current budget at its current levels ($5,000 annually) to confirm interest and uptake in the broader scheme, prior to making any recommendations to the Council to expand the financial implications to the scheme.

Public Spaces

An existing project for 2024/25 financial year is for the Shire to undertake a '*Feasibility Study – Accessible Beaches at Peppermint Grove Beach and Dalyellup South*.' An amount of $15,000 has been allocated in the 2024/2025 budget to conduct this feasibility study, which has commenced and will continue into the 2025/26 financial year.

The provision of path lighting in car parks at Central Lakes Park, Dalyellup and Erle Scott Reserve, Capel will enable our major events to be more accessible and safer. If the AIP is endorsed, an amount of $6,000 will need to be allocated in the 2026/2027 budget for the Design and $60,000 in the 2027/2028 budget for implementation.

If the AIP is endorsed, an amount of $40,000 will need to be allocated in the 2028/2029 budget to investigate making the Boyanup and Capel River fronts more accessible. A further $30,000 will need to be allocated in 2030/2031 to investigate replacing the staircase down to Central Lakes Park from Bibra Loop with an accessible ramp, when it's due to be replaced. An additional $30,000 will also need to be allocated in 2030/2031 to investigate making the Jamieson Road Footbridge accessible when it's upgraded.

If the AIP is endorsed, an amount of $10,000 will need to be allocated in 2027/2028 to install an accessible parking bay at Central Lakes Park, Dalyellup. There is currently an accessible parking bay at this site; however, it is not compliant.

Accessible and inclusive playgrounds are important in terms of ensuring that children of all abilities can enjoy the same experiences, fostering a sense of belonging and acceptance in the community. Furthermore, accessible and inclusive playgrounds provide multisensory experiences and a variety of developmental options, helping children build confidence, independence, and resilience. If the AIP is endorsed, an amount of $50,000 will need to be allocated on an annual basis to install all abilities play equipment in playgrounds. This allocation will be a contribution towards the existing capital program.

Public Buildings

If the AIP is endorsed, an amount of $10,000 will need to be allocated in 2027/2028 to investigate installing an accessible toilet at Gelorup Community Centre. An additional $500 will need to be allocated in 2026/2027 to install hooks on the back of public toilet doors to assist with changing catheters or other medical devices.

Services

If the AIP is endorsed, an amount of $2,000 per year will need to be allocated annually from 2028/2029 to implement the Human Library initiative.

Staff training

A key recommendation from the AIP is to increase the knowledge and understanding of staff in access and inclusion issues faced by the broad cross-section of the community (identified above). The AIP proposes allocating $4,000 expenditure every two years to cover external training across the organisation to improve this knowledge base.

Summary

If the AIP is endorsed by Council, a total of $504,500 will need to be allocated in the budget over the next 5 years. The breakdown of this expenditure is summarised below:

- $66,000 (Path Lighting)
- $6,000 (Human Library Initiative)
- $40,000 (Accessible River Fronts)
- $30,000 (Central Lakes Park Staircase from Bibra Loop)
- $30,000 (Jamieson Road Footbridge)
- $10,000 (Accessible Toilet)
- $10,000 (Accessible Parking)
- $500 (Toilet Door Hooks)
- $300,000 (All Abilities Play Equipment)
- $12,000 (Staff Training – Access & Inclusion)

Long Term

There are a range of asset and facility development projects that have been identified as recommendations in the AIP for further investigation.

Should these recommendations be deemed feasible, then subject to incorporation with the integrated planning framework, there are likely to be financial implications for future annual budget(s) and the long-term financial plan.

Sustainability Implications

Climate Change and Environmental

The Access & Inclusion Plan suggests recommendations for improving mobility and accessibility in the community through the design, management and improvement of the built and landscaped environments.

Social

The Access & Inclusion Plan contains recommendations for improving people's participation in social activities and community initiatives and events.

Economic

The Access & Inclusion Plan provides recommendations for improving people's participation in paid employment at the Shire of Capel.

Consultation/Engagement

External Consultation

Commencing in late 2023, a comprehensive community consultation process was launched to identify barriers to access and inclusion and to promote equitable opportunities for people of all abilities. As part of this initiative, 58 individuals completed a detailed survey, and a consultation workshop was held at the Dalyellup Community Centre to further explore the issues identified. The workshop was facilitated by Advocacy WA.

Additionally, interviews were conducted with staff from Forrest Personnel, Southwest Aboriginal Medical Services, and Wanslea to gather further insights into local barriers to access and inclusion.

Throughout the development of this plan, anecdotal feedback from community members was also considered, and it has informed the final AIP recommendations.

Internal Consultation

The draft recommendations have been developed in conjunction with staff from relevant internal Shire departments, including Community Development & Safety; Projects, Facilities & Assets; Parks, Waste & Natural Environment; Customer Service & Libraries; Office of the CEO; Engineering & Works; Development Services; and Business & Technology Services.

Officer's Comment

Recognising the intrinsic value of a diverse community, the Shire of Capel is committed to fostering an environment where every individual, regardless of their background, abilities, or characteristics, is not only welcomed but celebrated.

The Shire's Access & Inclusion Plan serves as a testament to our dedication to creating a community that goes beyond mere tolerance to actively embracing the richness that diversity brings, and cultivating an atmosphere where everyone can thrive, contribute, and reach their full potential.

The AIP is more than a set of guidelines; it is a roadmap for creating lasting change, driving cultural shifts, and building a foundation where everyone, regardless of their background, feels empowered to be their authentic selves.

Summary

The Shire of Capel is committed to fostering an inclusive and accessible community that values diversity and ensures the full participation of all its residents. Our commitment to access and inclusion is encapsulated in our Access & Inclusion Plan, a strategic framework designed to remove barriers and promote equitable opportunities for individuals of all abilities.

The Shire sought input from individuals with disability, families and carers, service providers and the broader community in the development of the Access & Inclusion Plan, ensuring that it accurately reflects the lived experiences and aspirations of all residents.

The Access & Inclusion Plan guides Council decisions across various domains, influencing budgeting, infrastructure development, public spaces design, recruitment processes, and service/event provision.

Voting Requirements

Simple Majority.

OC/2025/130 - Officer's Recommendation / Council Decision - 15.1

Moved Cr McCleery, Seconded Cr Dillon.

That the Council endorses the Access & Inclusion Plan 2025 – 2030.

Carried 9 / 0

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

Against - Nil

15.2. ICT Strategy 2025-2030

Author	Manager Business & Technology Services, James Meakes
Authorising Officer	Director of Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Executive/Strategic
Attachments	1. DRAFT ICT Strategy 2025 30 [**15.2.1** - 15 pages]
Confidential Status	*This item is not a confidential matter.*

Proposal

The Council is requested to endorse the attached Information and Communication Technologies (ICT) Strategic Plan 2025 -2030.

Officer's Recommendation

That Council endorse the Information and Communication Technologies (ICT) Strategic Plan for the period 2025 - 2030.

Background

ICT strategic planning is essential to the long-term success of the Shire; it ensures that ICT is proactively recognising areas of both internal and public need, industry guidance and best practice while planning the Shire's future technology needs.

Internally the ICT team has always run its activities with a five-year horizon however they have never had external visible principles applied to them to ensure the long-term clarity and purpose is maintained.

The team recognised the need to develop an ICT Strategy in late 2021 however it wasn't until the 2023-24 Corporate business planning that quotes were sought, and budget allocated to have an external vendor design and create the ICT Strategic Plan. Through the Request for Quotation (RFQ) process, the finalised costing was beyond what was expected, and the internal resource requirements were beyond capacity to manage seeing the project postponed.

During the project planning phase for the 24/25 financial year, it was determined that the ICT team had the growth in skillset to internally to conduct this work, and it was scheduled for completion.

Furthermore, during FY2024/25, an interim external audit was conducted seeing audit findings reported around several ICT areas one being linked to the development of an ICT Strategy which was already in progress.

<u>Previous Council Decisions</u>

No previous council decisions exist for this item.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance and decision-making:
4.1 Effective and compliant governance.
4.2 Informed and transparent decision making.

Corporate Business Plan 2024 – 2028

BTECH 2 - **TECH - ICT Strategic Plan** - Construction and annual updating of the ICT Strategic Plan.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

The WA Integrated Planning and Reporting (IPR) 2016 - ICT Strategic Framework.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

There are no Council policies relevant to this item.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Infrastructure / Systems / Utilities **Rating:** Medium	Unlikely	Major	The attached strategy describes how the ICT will plan, schedule and undertake activities in a strategic way to ensure solutions are fit for purpose, well communicated and considered.
Risk Description: The lack of long-term strategic planning creates a risk of losing track of critical projects and increases the likelihood of ad-hoc budget planning.			

Risk 2 Legislative Compliance **Rating:** High	Almost Certain	Minor	ICT project and budget processes are advertised and undertaken 4 months in advance of budget preparation, ensuring resource and financial implications are considered in advance of budget adoption.
Risk Description: The Integrated Planning and Reporting framework requires an ICT Strategy to be in place and inform other key strategic priorities.			
Risk 3 Reputation **Rating:** Medium	Almost Certain Likely Possible Unlikely Rare	Insignificant Minor Moderate Major Severe	All capital and operating costs are actively monitored during the year to ensure accuracy and outcomes are met. Longer-term and annualised projects are reviewed and recognised in advance through a budget 'bidding' process which allows ICT to fit needs to budgetary requirements.
Risk Description: Lack of long-term planning regarding the strategic management of ICT activities may lead to poor community outcomes or unnecessary expenditure.			
Opportunity: Adoption of this strategy assists in guiding the principles that ICT will use moving forward for all activities.			

Financial Implications

Budget

There are no financial implications relevant to this proposal however operational budgetary considerations will form part of the annual and long-term financial plans as each activity will vary in requirements and cost.

Long Term

There are no direct long term financial implications relevant to this proposal however operational budgetary considerations will form part of the long-term financial plan as each activity will vary in requirements and cost.

Sustainability Implications

Climate Change and Environmental

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

Social

There are no relevant social implications relevant to this item.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

Several Local governments have been actively involved in this consultation process:

- City of Busselton.
- Shire of Ashburton.
- Shire of Dardanup.
- Shire of Harvey.
- Shire of Augusta-Margret River.
- Shire of Manjimup.

Consultation was conducted as part of an ongoing local government to local government ICT working group. The group shared advice and materials that assisted in the design and construction of this strategy.

Internal Consultation

Consultation has been conducted with relevant internal stakeholders, these being:

- ICT Team.
- Managers Team.
- Executive Team.

ICT Team was involved in the drafting, activity mapping and capability assessment.
Managers and Executive were involved from a review and commentary perspective.

Officer's Comment

The intent of this ICT Strategic Plan is to establish the principles which will underpin the ICT Team's decision-making processes when planning and operationalising activities during the next five years.

The ICT Strategic Plan details the commitment to utilising technology to continue improvements to service delivery and operational activities.

The ICT section of the Corporate Business Plan (CBP) and ICT annual operational plan will define the specific ICT related projects which will link with the strategic initiatives detailed in the Shire's Strategic Community Plan.

Informing strategy context

The ICT Strategy will also assist in defining several other key policies such as Cybersecurity, Privacy and Responsible Sharing (PRIS) and Artificial Intelligence as well as guiding internal activities that are scheduled to occur over the five-year period.

Summary

The ICT Strategy 2025-2030 is a key instrument in guiding ICT planning and investment, ensuring connection between the Shire's endorsed Strategic Community Plan and sustainable secure technology approaches across the organisation and broader Shire owned facilities.

Voting Requirements

Simple Majority.

OC/2025/131 - Officer's Recommendation / Council Decision - 15.2

Moved Cr Terrantroy, Seconded Cr Schiano.

That Council endorse the Information and Communication Technologies (ICT) Strategic Plan for the period 2025 - 2030.

Carried 9 / 0

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

Against - Nil

15.3. Ironstone Gully Falls Reserve - Adoption of Management Plan

Author	Manager Community Development and Safety, Jeremy O'Neill
Authorising Officer	Director of Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Executive/Strategic
Attachments	1. Ironstone Gully Falls Management Plan [**15.3.1** - 43 pages]
Confidential Status	*This item is not a confidential matter.*

Proposal

The Council is requested to endorse the Ironstone Gully Falls Management Plan (IGFMP) as a guiding document for the future management of the Ironstone Gully Falls reserve. The IGFMP provides the Shire of Capel a framework to develop a land use and reserve management approach for the area.

Officer's Recommendation

That Council endorses the:

1. Ironstone Gully Falls reserve as a 'day-use' area for cultural, environmental and heritage interpretation, and as a key site for eco-based tourism and recreation experiences.

2. Cessation of camping activities at Ironstone Gully Falls to enable the full realisation of the area's potential as a 'day-use' site.

3. Ironstone Gully Falls Management Plan as a guiding document for the future management of the Ironstone Gully Falls reserve.

Background

Ironstone Gully Falls (IGF) is a popular picnic and passive recreation bushland located on Goodwood Road approximately 17 kilometres southeast of Capel townsite and is designated as a Reserve (R11797) for the purposes of recreation.

Ironstone Gully Falls has provided the local community and visitors a focal point since farming first commenced in the area. The north side of Goodwood Road (Ironstone Gully Falls) was set aside for recreation, with the south side (Gibson Road Reserve) identified for the development of the town. Early settlers used the recreation site for sports meetings, with an area cleared as a local cricket pitch, (Ironstone Gully Falls and Gibson Road Management Plan; Jennings and Pearce 1997). The local community fund-raised and installed a composting public toilet in 1997.

The Wadandi (Saltwater people) have strong on-going cultural connection to the country on which the Capel River flows through Ironstone Gully Falls.

The Shire of Capel conducted an internal review (March to May 2020) on the use of the site, collecting qualitative and quantitative data. Prior to this time, the site had become an increasingly popular unofficial camping spot for caravans and campers. One key reason for this significant increase in unofficial camping use, was 'word-of-mouth' advertising on 'free camping' internet sites. Data extracted from designated traffic count periods recorded usage doubled between 2017 to 2020. Numerous issues have been reported since 2017 stemming from the significant increase in uncontrolled camping (including fires, rubbish, illegal clearing and vegetation damage). Installation of a gate in September 2020 allowed better management of access during extreme fire risk days.

At its Ordinary Council meeting of July 2020, Council (OC112/2020) did not endorse IGF as a formal nature-based camping area and identified the risk of uncontrolled unofficial camping as moderate to high. While this report did not deal with the continued unofficial camping use of this area, the report detailed the most significant costs that would be associated with trying to effectively 'manage' the activities occurring at IGF.

The Shire of Capel also received an independent environmental report, highlighting increasing unregulated use correlated strongly with an increased risk of potential dieback exposure across the reserve. The report highlighted that the track and trail network be rationalised as a remote management measure to prevent damage to the bushland.

The Shire of Capel Trails Management Group (TMG), inclusive of two Council and two community representatives, began the process in late 2020 of project planning and scoping a walk-interpretative trail at IGF, commencing with the formalising of existing walking tracks. The Shire went out to market in May 2021 for suitably qualified consultants to progress the research, design and story development for the Ironstone Gully Falls Interpretative Walk Trail, under the auspices of the TMG. The contract for these works was awarded to the Undalup Association (Inc) at the completion of the Request for Quotation (RFQ) process in June 2021. This trail was recently completed, with an opening event celebration conducted on Friday 30 May 2025.

At its Ordinary Council meeting of August 2022, the Council resolved (OC2022/173) to support the development of a Management Plan for the reserve. The Shire went out to market in late 2022 for suitably qualified consultants to progress the research, design, story development for the Ironstone Gully Falls Management Plan. An initial procurement process was unsuccessful, however on the second attempt a contract for these works was awarded and the project commenced in late 2023. The Ironstone Gully Falls Management Plan (see Attachment 1) is now ready for Council consideration and review.

<u>Previous Council Decisions</u>

There have been a range of Council decisions pertaining the future use and management of R11797 as follows:

- 18 June 2014 (OC0602) - Council decided "That the Chief Executive Officer investigates the requirements of establishing Ironstone Gully Falls (IGF) as a nature-based camping area and if feasible and subject to budget allocation, prepare a reserve management plan to formalise the use of the reserve for camping."

- 23 March 2017 (OC0308) - Council decided that Council does not endorse Ironstone Gully Falls as a formal nature-based camping area but that the proposal is revisited in three years' time.

- 28 October 2018 (OC5318) - Council endorsed the Program of Works – Paths & Trails (2019 - 26) which included the Ironstone Gully Falls trail.

- July 2020 (OC112/2020) Council decided that Council does not endorse Ironstone Gully Falls as a formal nature-based camping area and the item be revisited during long term planning.

- August 2022 (OC2022/173) - Council endorsed Ironstone Gully Falls as a 'day-use' area for cultural, environmental, and heritage interpretation, and as a key site for eco-based tourism and recreation experiences. It supported the development of a Reserve Management and Upgrade Plan to enable understanding and consideration of future budgetary and management implications of maximising the tourism attraction value of Ironstone Gully Falls.

From 2014 to 2022 (as per above), the Council deliberated on the future use and management of the site. The most recent decision in August 2022 endorsed the cultural, environmental, recreation and heritage values. It did not support the cessation of camping, as such all these values/uses have been considered in the development of the (draft) IGF Management plan. However, after a detailed cost-benefit analysis conducted during the development of the report, camping has not been recommended for endorsement within the plan.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 1 - Strengthen and enhance the well-being of our community:
1.5 A healthy and active community.

Direction 2 - Manage and protect our environment:
2.1 Improved management of our natural environment assets and attractions.
2.5 Improved connection and access to natural assets of the forest and coastal environment.

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

Corporate Business Plan 2024-2028

CDVS 7 - **Ironstone Gully Falls** - Develop and cost a Reserve Management Plan for Ironstone Gully Falls and include in future Program of Works following Council adoption.
PFA 12 - **Develop Asset Management Strategy** - Ongoing revision and editing of the Asset Management Strategy (AMS) using current and new data findings.
PFA 22 - **Develop an Asset Management Plan** for SoC infrastructure. - AMP to be reviewed yearly, concentrate on financial and renewal aspects of the plan.
PFA 23 - **AST - Implement and Review Asset Management Plans** - Review Asset Management Plans for Roads, Paths, Trails, Drainage, Bushland Reserves, POS and Buildings.

Statutory Framework

Local Framework

Shire of Capel Parking Local Law.
3.11 Parking on reserves.

No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

The previous informal, unregulated use of Reserve 11797 by caravanners and campers contravened the Shire's Parking Local Law.

A key aspect of Ironstone Gully Falls Management Plan for Reserve 11797 proposes to recognise the eco-tourism and recreational opportunities by improving the current 'day-use' parking. These improvements can be realised by semi-formalising existing 'informal' parking at the site with suitable signage / and or line marking (where practicable).

Shire of Capel Town Planning Scheme 8.
14 Local Reserves.

Recreational – Public Purposes which specifically provide for a range of public recreational facilities.

State Framework

Land Administration Act 1997

42. Class A reserves, creating, changing etc.
 (1) The Minister may by order classify a reserve as a class A reserve.
 (2) A class A reserve retains a purpose specified in the relevant order made under section 41 until that purpose is changed under this section.
 (4) Subject to subsection (5) and section 45, if the Minister proposes —
 (c) to cancel, or change the purpose or classification of, a class A reserve, the Minister must cause that proposal to be laid before each House of Parliament and section 43(1) then applies.

46. Care, control and management of reserves
 (1) The Minister may by order place with any one person or jointly with any 2 or more persons the care, control and management of a reserve for the same purpose as that for which the relevant Crown land is reserved under section 41 and for purposes ancillary or beneficial to that purpose and may in that order subject that care, control and management to such conditions as the Minister specifies.
 (2) The Minister may, with the consent of the management body of a reserve and of the holders of any interests within the reserve, by order vary any condition to which the care, control and management of the reserve is subject.

49. Management plan for managed reserve
 (1) A management body may submit to the Minister for his or her approval a plan for the development, management, and use of the Crown land in its managed reserve for the purpose of that managed reserve.
 (2) The Minister may request a management body or proposed management body to submit to the Minister in an approved form, within such period as is specified in that request, for his or her approval a plan for the development, management and use of the Crown land in the managed reserve of the management body for the purpose of that managed reserve.

51. Cancelling, changing etc. reserves, Minister's powers as to Subject to sections 42, 43 and 45, the Minister may by order cancel, change the purpose of or amend the boundaries of, or the locations or lots comprising, a reserve.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

There are no Council policies relevant to this item.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Environmental **Rating:** High	Almost Certain	Major	The proposed 'day only' land use and reserve management approach for IGF mitigates potential environmental risks from illegal fires, flora damage, dieback and vegetation clearing.
Risk Description: The environmental values of the site must be enhanced and preserved.			
Risk 2 Legislative Compliance **Rating:** High	Almost Certain	Major	The proposed 'day only' land use and reserve management approach for IGF mitigates the Shire of Capel from not meeting its legal obligations from a Caravan Park and Camping Ground Act and Regulation perspective.
Risk Description: The Shire of Capel manages R11797 in line with its legislative obligations.			
Risk 3 Reputation **Rating:** High	Likely	Moderate	The proposed 'day only' land use and reserve management approach for IGF mitigates potential reputational risks from not meeting its environmental and legislative compliance obligations.
Risk Description: Ensuring the community can have usage of the site without impacting the environment.			
Opportunity: The endorsement of a land use approach for R11797 provides the Shire with an opportunity to enhance and promote the cultural, recreational, environmental and heritage interpretation values of the site.			

Financial Implications

Budget

There is no specific line item in the budget for Reserve R11797. Costs are booked to a linked account.

FY2025/26 expenditure to maintain the current level of service for this site (assuming no change to the existing camping status) is projected at $12,000 per annum.

Additionally, the Corporate Business Plan (CBP) proposes that the following activities will be undertaken in 2025/26:

- A new Picnic Table (and Seating).
- A new Barbeque.

Sustainability Implications

Climate Change and Environmental

There are many natural assets at IGF that attract residents and interstate visitors all year round. These include features such as: Ironstone cap rock breakaways, winter waterway and waterfall, Jarrah Marri woodland containing a diverse understorey with regionally significant vegetation.

The new Ironstone Gully Falls Interpretative Walk Trail will add to the visitation of the site, and increase the community's appreciation of these natural assets, as well as the Aboriginal and European historical significance of the site.

Investigation of user demographics at IGF indicates the people who visit the reserve are those seeking a more natural, undeveloped environment and are interested in the lower impact tourism activities such as recreation walking, bird watching, photography, nature appreciation and native animal observation at night. This demographic is less demanding of infrastructure facility provision and their patronage would be unaffected by any change in the level of service.

Historically, very low-key tourism at IGF has had negligible impact on the natural environment. However, the explosion in unofficial ‘after-hours’ use in 2019 and 2020 due to the ‘word-of-mouth' advertising on ‘free camping’ internet sites provided empirical evidence of increasing adverse environmental impacts.

The current proposal before the Council is cognisant of this and seeks to value-add emphasising community appreciation for the site and the need to protect and conserve these natural assets that it contains.

Social

Ironstone Gully Falls is a local recreational spot and an enjoyable picnic site for day visitors. The site is used by many family groups and people from aged care and other residential institutions as a bus trip destination. The main picnic site is very flat, and the ironstone cap-rock provides a hard flat surface which is naturally suitable for wheelchairs.

Trails are an important type of recreational facility which enable people to participate in physical activity and lead healthy lifestyles, whether in their home location or visiting other regions.

The Ausplay Participation Survey, administered by Sport Australia, provides regularly updated data on participation rates in physical activities across each state and territory of Australia, with the latest data collected from July 2023 to June 2024. The most popular physical activity among WA adults with a participation rate of 47.5% was walking.

Caravan and camping use of the site is not congruent with trail use. Walkers have the right, and the Shire has the responsibility to ensure that vehicles do not impede safe, quiet, and enjoyable walking recreational experiences. If a walker were injured by a camping motorist, there could be significant legal liability implications for the Shire of Capel.

Economic

Tourism is a significant economic driver in local communities. IGF attracts people from interstate due to the interest in the site's natural amenity, including its waterfalls. The nearest supermarket, petrol station, café and shops are in the Capel town site.

The Bunbury Geographe Region Overnight Visitor Fact sheet (2023), prepared by Tourism WA Insights and Planning (May 2024) reports that visitors to the region spend on average $156 per day and stay for approximately 3.6 days. The three most common activities undertaken by domestic visitors are eating out, visiting friends and relatives and sightseeing.

Aboriginal cultural and tourism experiences are sought by residents and visitors alike. Growing the visitor economy will be facilitated through increased awareness of existing trails and experiences as well as supporting the development of new iconic, multi-day and Aboriginal cultural experiences (Department of Local Government, Sport and Cultural Industries, June 2020). The recently completed Ironstone Gully Falls Interpretative Walk Trail has a significant Aboriginal cultural component, in addition to its environmental, educational, and recreational significance.

Asset

Minimal infrastructure is present on site. Additional development is likely to be required to deliver a higher level of service to customers. Any such development will have implications for the on-going sustainability of the site, impacting all three of the above factors (Economic, Environmental and Social).

Consultation/Engagement

External Consultation

The Shire has undertaken a significant external consultation process in the development of the IGF Management Plan. Key stakeholders who have been approached for feedback include:

- Department of Biodiversity, Conservation and Attractions.
- Main Roads WA.
- Capel LCDC (Land Conservation District Committee).

Internal Consultation

Key Shire staff from the following internal departments have made key contributions to the development of the IGF Management Plan as follows:

- Ranger Services.
- Economic Development.
- Customer Services.
- Emergency Services.
- Natural Resource Management.
- Environmental Health.

Officer's Comment

Caravan and camping use of the site is not congruent with trail use. Walkers have the right, and the Shire has the responsibility to ensure that vehicles do not impede safe, quiet, enjoyable walking recreational experiences. While demand has been identified, overnight camping is not recommended in the Ironstone Gully Falls Management Plan at this site for the following reasons:

- Environmental impacts: Avoiding the need to modify the site for fire pits, campsite infrastructure, increased vehicular access, road networks, and associated access and egress upgrades (including turn-around points) helps protect vegetation and minimise dieback and fire risk.
- Limited economic return: Overnight camping would require significant upfront capital investment and ongoing staffing (e.g. Ranger compliance) to maintain environmental, operational, and recreational standards.

As an alternative to developing and managing camping facilities at Ironstone Gully, the Shire of Capel is investing in the following initiatives:

- Capel Overnight Rest Area (ORA) Facilities Improvement Program (Stage 1) – To be delivered in 2025/26, this project will provide five new ORA bays, 850m^2 of access and egress upgrades including new road base and a turn-around circle, and improved signage for booking and management.
- Investigation of a future RV Caravan Park Development, supported by a detailed land use assessment and cost-benefit analysis.

These recommendations align with the management direction of 'No Camping – Day Use Only'.

Summary

The continued progression of the Ironstone Gully Falls site (Reserve 11797) can unlock economic, environmental, and recreational opportunities at the site. These benefits can be realised without incurring the significant initial capital and significant on-going operational costs associated with the development and management of a licenced campground.

Voting Requirements

Simple Majority.

OC/2025/132 - Officer's Recommendation / Council Decision - 15.3

Moved Cr Fergusson, Seconded Cr Sharp.

That Council endorses the:

1. **Ironstone Gully Falls reserve as a 'day-use' area for cultural, environmental and heritage interpretation, and as a key site for eco-based tourism and recreation experiences.**

2. **Cessation of camping activities at Ironstone Gully Falls to enable the full realisation of the area's potential as a 'day-use' site.**

3. **Ironstone Gully Falls Management Plan as a guiding document for the future management of the Ironstone Gully Falls reserve.**

Carried 9 / 0

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

Against - Nil

15.4. Permanent Closure of Unnamed Road

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

Proposal

The Council is requested to support the proposal to permanently close an unnamed and unmade road reserve and authorise the CEO to undertake the legislated actions required to facilitate the process.

Officer's Recommendation

That Council:

1. Support the proposal to permanently close an unnamed road reserve situated between Ducane Road and Whistler Road in Gelorup.

2. Authorise the CEO to commence the required Permanent Road Closure process under s58 of the *Land Administration Act 1997.*

3. Support a proposal to repurpose the reserve purpose for Emergency Access.

Background

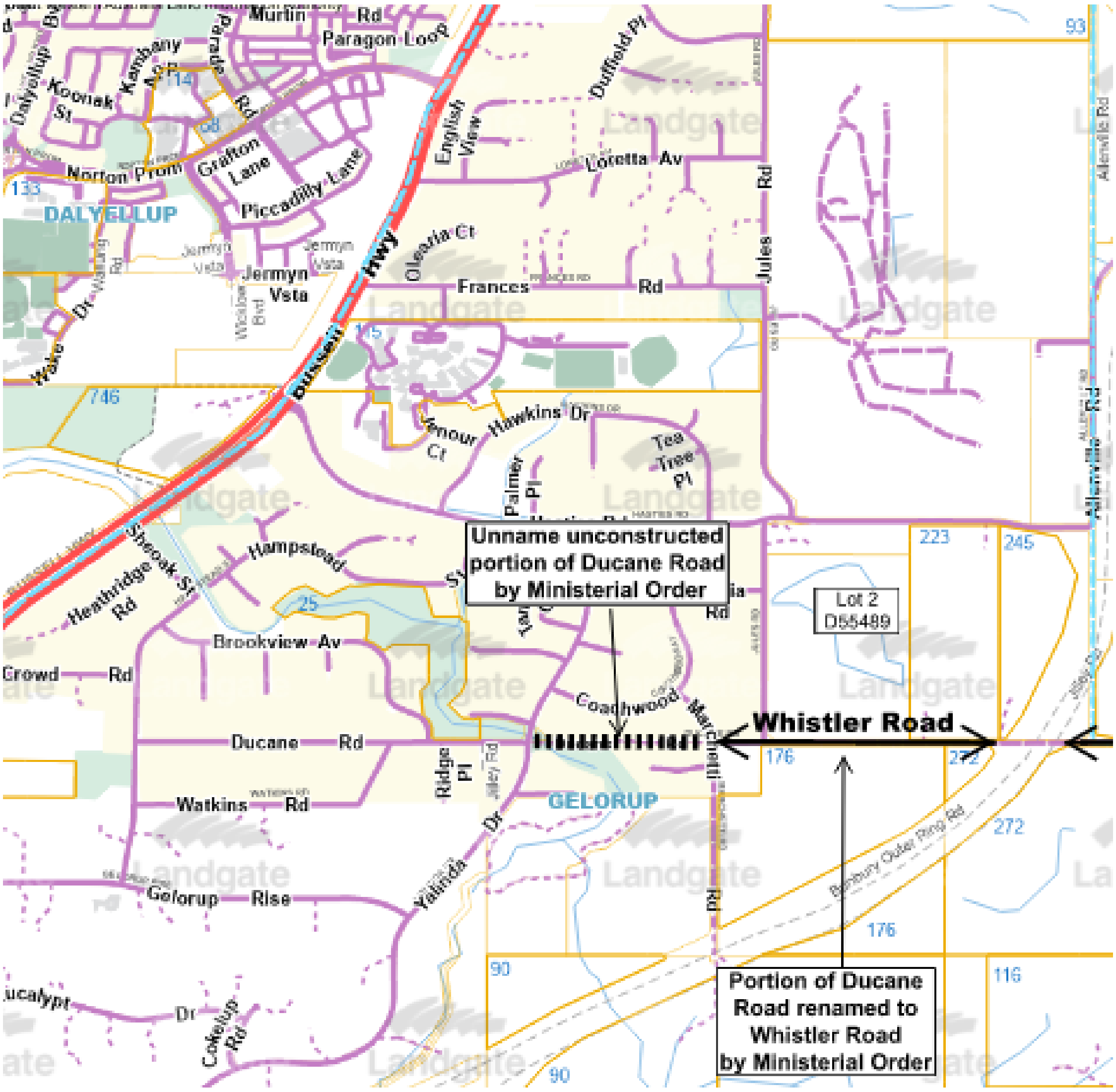
Increased public access to a section of unnamed and unmade road reserve (the reserve), is creating health and safety issues for the adjoining residents. The reserve was found to be excess to access requirements following completion of the Gelorup subdivision development.

Traffic levels through the reserve were historically quite low, largely due to the limitations imposed by a poorly defined sandy track that was mainly utilised for power line service and inspection access.

Recent changes to the area through the implementation of the Bunbury Outer Ring Road, highlighted the need for improved bushfire mitigation work in the area, and the track through the reserve was upgraded with crushed road base to enable better access for Emergency Service vehicles.

This improvement to surface of the track through the reserve, has had some unintended and negative effects on adjoining residents. Unfortunately, the track has now become an unauthorised shortcut with an increasing number of users and reports of some dangerous driving and antisocial behaviours. In addition, the increased dust level from the unauthorised access over the summer months is creating a potential hazard to public health.

Permanent closure of this road reserve would enable the Shire to address some of the problems currently experienced by residents. A request to change the purpose of the reserve from 'road reserve' to 'reserve for emergency access', will enable the installation of gates to limit vehicle access to essential services.



<u>Previous Council Decisions</u>

Ordinary Council Meeting 22 February 2023 OC/2023/25

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

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

Corporate Business Plan 2024-2028

EWS 7 - **ETS - Oversee Statutory administration of relevant Acts for roads** - Road Closures, Assess and Audit Traffic Management Plans, Works by Others, Alterations to speed zoning, Road naming, etc.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Land Administration Act 1997

s58. Closure of road at request of local government

(1) If a local government considers that a road in its district should be closed permanently, the local government may, in accordance with the regulations, request the Minister to close the road.
Land Administration Regulations 1998

9A. Modified requirements for certain requests by local government for closure of road (Act s. 58)

(1) This regulation applies to a request to the Minister by a local government under section 58(1) of the Act for the Minister to close a road permanently if the request relates to land that —
  (a) has been reserved, declared or otherwise dedicated as a road; but
  (b) has never been used as a road or had a road constructed upon it.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

There are no Council policies relevant to this item.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Environmental **Rating:** Low	Unlikely	Minor	Permanent closure of the road followed by the installation of gates to limit traffic.
Risk Description: Degradation of soil, dust emissions, and loss of vegetation.			
Risk 2 Financial	Unlikely	Minor	Cost for installation of gates covered by bushfire mitigation funding.
Risk Description: Infrastructure and bushfire mitigation costs.			

Risk	Likelihood	Consequence	Mitigation
Risk 3 Infrastructure / Systems / Utilities **Rating:** Low	Unlikely	Minor	Consultation and collaboration with stakeholders.
Risk Description: Inconvenience through gate barrier.			
Opportunity: The closure and installation of an emergency access gate will enhance community health and safety in this area.			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Sustainability Implications

Climate Change and Environmental

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

Social

There are no relevant social implications relevant to this item.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

Department of Planning Lands and Heritage.

Internal Consultation

Planning, Engineering and Works, Emergency Services.

Officer's Comment

Permanent closure of the unnamed and unmade road reserve will be an important step in enabling better management of the land that improves amenity for the adjoining residents while allowing continued access for bushfire mitigation and utility service personnel.

Summary

Should Council support the proposal to permanently close the road reserve, the first step in a legislated process will then commence. All relevant parties will be contacted and invited to comment on the proposal and a public notice will inform and invite the broader community to submit any comments or concerns. The period for submissions is 35 days after the public notice is published.

Following consideration of the submissions, a further item to Council will be required to obtain a final decision to seek Ministerial approval for the permanent closure of the road reserve.

Voting Requirements

Simple Majority.

OC/2025/133 - Officer's Recommendation / Council Decision - 15.4

Moved Cr Sharp, Seconded Cr Noonan.

That Council:

1. **Support the proposal to permanently close an unnamed road reserve situated between Ducane Road and Whistler Road in Gelorup.**
2. **Authorise the CEO to commence the required Permanent Road Closure process under s58 of the *Land Administration Act 1997*.**
3. **Support a proposal to repurpose the reserve for Emergency Access.**

Carried 9 / 0

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

Against - Nil

15.5. RFT 25-09 Supply and Delivery of One (1) 6X4 Water Truck

Author	Fleet Officer, David Wilding
Authorising Officer	Director of Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Contractual
Attachments	1. RFT 25-09 Supply and Delivery of One (1) 6 X 4 Water Truck [**15.5.1** - 49 pages] 2. CONFIDENTIAL REDACTED - RFT 25-09 Evaluation Summary & Price Comp. [**15.5.2** - 3 pages]
Confidential Status	*This item is not a confidential matter.*

Proposal

The Council is requested to Accept the tender from Welding Solutions for RFT 25-09 Supply & Delivery of a new 6 x4 Water Truck to the value of $295,750.00 (excluding GST).

Officer's Recommendation

That Council accept the tender submission from Welding Solutions to the value of $295,750.00 (excluding GST) for the outright purchase of a new 6 x 4 Water Truck.

Background

The acquisition of a new watercart truck was incorporated into the Shire's mid-year budget review in response to the high and escalating hire costs. As the works team requires a watercart year-round, purchasing a new vehicle with an expected service life of 10 years will result in substantial long-term cost savings.

Since the mid-year budget review work has been occurring between the Engineering and Works department with fleet management to ensure the scope meets the requirements of the Shire.

Previous Council Decisions

26 Feb 2025 - OC/2025/36 - Council endorsed the mid-year budget review including the allocation of $328,000 for a new watercart truck.

28 May 2025 – Council endorsed the 10 Year Fleet and Plant Replacement Program (2024/2025 – 2034/2035).

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 5 - Provide and maintain suitable infrastructure and facilities -
5.1 Appropriate community facilities that meet the communities' needs.
5.2 Improved transport options.

5.3 Better and safer roads.

Corporate Business Plan 2024-2028

DID 5 - **Program of Work**s - Develop and implement accurate linkages of program of works to asset management planning and budgeting for a deliverable and accurate 10 year plan.
EWS 1 - **ETS - Technical Services Capital Works Program** - Annual Capital works from LTFP, Officer recommendations and other (Council, Community etc.) sources of input.
EWS 5 - **ETS - Road Construction** - Road Construction as identified in Annual Capital Works Program and LTFP.
EWS 19 - **WOR - Annual Program of Works (PoW) delivery** - Delivery of Annual PoW – Works.
EWS 25 - **WOR Procurement** - Development of Tender/Request for Quote document/specification to support works delivery, including other support services relevant to the process.
GOV 14 - **Fleet Management** - Oversee the Shire's Fleet and Plant Management.
GOV 27 - **Procurement** - Maintain Procurement Management Procedure.
GOV 29 - **Procurement** - Manage Tenders to Let contracts in accordance with Local Government Act, Shire Policy and Contract Law.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Section 3.57 of the *Local Government Act 1995* applies.

3.57. Tenders for providing goods or services.

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders.

Regulation 11(1) of the *Local Government (Functions and General) Regulations 1996* applies.

11A. Purchasing policies for local governments.

(1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $150,000 or less or worth $150,000 or less.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Asset Management.
- Fleet and Plant – Procurement.
- Legislative Compliance.
- Purchasing.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Service Delivery **Rating:** Medium	Likely	Moderate	Faster response time to requests, ability to deliver effective services by having the appropriate plant readily available for use and application for works.
Risk Description: Condition of roads will deteriorate to lower unacceptable service levels			
Risk 2 Infrastructure / Systems / Utilities **Rating:** Medium	Almost Certain	Moderate	Purchase of plant will enable fast response times for customer requests and enable proactive maintenance of infrastructure and utilities.
Risk Description: Capital program will be delayed causing assets exceeding useful life.			
Risk 3 Reputational **Rating:** Medium	Almost Certain	Moderate	Response time improvement to requests, higher service delivery which will reduce negative perceptions or work being undertaken through pro activeness.
Risk Description: Perception that the Shire does not complete works to a high standard and that response times are slow. Contributing to community dissatisfaction, particularly when viewed alongside budget increases and rate rises.			
Opportunity: A high-level opportunity to have faster response times that reflect a higher level of service to the community in overall reduced operating costs for specific services delivered by increased efficiency in operating appropriate plant, fleet, and equipment.			

Financial Implications

<u>Budget</u>

The original funds allocated for the 2024/25 Annual Budget for this fleet purchase is $328,000.00 against a tender value of $295,750.00 providing a surplus of $32,250.00.

	Budget	Tender	Funds
Purchase	$328,000	$295,750.00	$32,250.00

Long Term

The scheduled replacement of this fleet purchase is due in ten years or 200,000 KM from the time of purchase.

Whole of Life

Cost Component	Description	Assumption /Notes	Estimated Range (AUD)	10- Year Total
Initial Purchase Cost	Purchase Price of New 6x4 Water Truck	Price for New 6x4 Water Truck	$295,750.00	$ 295,750.00
Depreciation	Depreciation over 10 Years	Depreciation rate: 15%-20% in the first year, 8% - 10% annually after	$215,000.00 (over 10 years)	$ 215,000.00
Fuel	Fuel Consumption for operation	Average Fuel Consumption 38 L/100 Fuel Price $ 1.60/L - $ 2.00/L	$11,400.00/Year	$ 114,000.00
Maintenance & repairs	Regular Maintenance & Repair Cost	includes Scheduled and unscheduled Maintenance oil changes, filters, Labour and major Parts	$5,000.00	$ 50,000.00
Tyres	Tyre replacement cost	Tyres need replacing ever 2-3 years	$ 6,000.00/2-3 Years	$ 30,000.00
Insurance	Annual Insurance Premiums	Based on 1%-3% of asset value (AUD 320,000)	$1,090.00/Year	$ 10,900.00
Operation Costs	Labour Costs for Machine operations	Average operator Wages $40-$60/hr	$ 40,000-$ 60,000/Year	$ 600,000.00
Licencing & Registration	Government Fees for registration and licencing the Water Truck	Costs for compliance and registration	$ 1,000.00/Year	$ 10,000.00
Training & Certifications	Training for operators and technician	costs for operation certification, safety training	$ 1000- $ 5000.00 one off	$ 2,500.00
Storage & Overheads	Storage, parking, or site overheads (if applicable)	Cost for storing the Water Truck (yard fees & overheads)	$ 2000 to $ 5000/Year	$ 50,000.00
End of Life Costs	Disposal or resale at end of life	Resale value, auction or disposal costs	$ 70,000.00- $ 80,000.00	$ 80,000.00

10 Year Whole of life Cost Break down

1. Capital Cost

Cost Component	Estimate (AUD)
Initial Purchasing	$ 295,750.00
Depreciation	$ 215,000.00

2. Operational Cost (Annual Average)

Cost Component	Low Estimate	10 Year Total Estimate
Fuel	$11,400.00/Year	$ 114,000.00
Maintenance & repairs	$5,000.00	$ 50,000.00
Tyres	$ 6,000.00/2-3 Years	$ 30,000.00
Insurance	$1,090.00/Year	$ 10,900.00
Operation Costs	$ 40,000-$ 60,000/Year	$ 600,000.00
Licencing &	$ 1,000.00/Year	$ 10,000.00
Training & Certifications	$ 1000- $ 5000.00 one off	$ 2,500.00
Storage & Overheads	$ 2000 to $ 5000/Year	$ 50,000.00
End of Life Costs	$ 70,000.00- $ 80,000.00	$ 80,000.00

Total Estimated WOLC for 10 Years

Cost Category	Low Estimate (AUD)
Total Operating	$ 947,400.00
Total Capital & Deprecation	$ 510,750.00

Sustainability Implications

Climate Change and Environmental

Effective dust suppression through watercarts can reduce the environmental impact of roadworks and mitigate potential health issues.

Social

Regular road maintenance, supported by a dedicated watercart, helps control dust on unsealed roads, which improves visibility for drivers, reduces health risks related to airborne particles, and enhances overall road safety for the community. The public, both local and visitors, will appreciate the value of increased service levels to infrastructure management.

Economic

There are no relevant economic implications relevant to this item.

Asset

New plant items to be captured as an asset with appropriate depreciation and a designed asset renewal life cycle.

Consultation/Engagement

External Consultation

No external consultation was undertaken.

Internal Consultation

The Director of Infrastructure Development, Manager Engineering & Works, Coordinator of Works, Works Leading Hand, Works outside staff, Coordinator Park's, Procurement Officer and Fleet Officer were all consulted throughout this process.

Officer Comment

Tender Process

A 'Request for Tender' (RFT 25-09) for the Supply & Delivery of a Water Truck was advertised on the Shire's e-tendering portal Tenderlink from 29 May 2025 through to 18 June 2025 (see attachment 15.5.1) in line with the legislated requirements under s.3.57 of the *Local Government (Functions and General) Regulations 1996* and the Shire's Purchasing Policy.

Evaluation criteria were set, with a score allocated to each criterion. Scores were assigned to tenders against each criterion.

These criterions were:

- Compliance Criteria (non-weighted).
- Compliance with specification and delivery Schedule (30% weighting).
- After sales and service (30% weighting).
- Tendered Price (40% weighting).

Seven tenders were received prior to the deadline, with four of those being deemed to be compliant. The tenderer that was deemed non-compliant had submitted an alternate tender that did not accompany a conforming tender.

The compliant tender submissions were independently evaluated by a panel of four Shire Officers with a consensus being reached on 10 July 2025 resulting in Welding Solutions being recommended for award (see Attachment 15.5.2).

Feedback from the assessment panel indicated that Welding Solutions successfully met all required specifications outlined in the tender documentation. The panel noted that the company offers local servicing capabilities, which will support ongoing maintenance and operational reliability. Additionally, Welding Solutions proposed a reasonable delivery timeframe that aligns with the Shire's project schedule and operational needs, further reinforcing their suitability for the contract.

Summary

Council is presented with the outcomes of a tender process for the supply and delivery of a Water Truck for the increased capabilities of Works delivery of service.

The evaluation panel determined that Welding Solutions provided a compliant tender submission that meets or exceeds all levels of services and additionally is deemed best value for money in comparison the quality of machinery and prices of alternative tenders.

Voting Requirements

Simple Majority.

OC/2025/134 - Officer's Recommendation / Council Decision - 15.5

Moved Cr Mogg, Seconded Cr Dillon.

That Council Accept the tender submission from Welding Solutions to the value of $295,750.00 (excluding GST) for the outright purchase of a new 6 x 4 Water Truck.

Carried 9 / 0

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

Against - Nil

15.6. Corporate Business Plan 2024 to 2028 - Quarter 4 (April to June 2025) and End of Year Reporting to 30 June 2025

Author	Director Community & Corporate, Samantha Chamberlain
Authorising Officer	Acting Chief Executive Officer – Gary Clark
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 2024/25 of the Shire of Capel's Corporate Business Plan 2024 - 2028.

Officer's Recommendation

That Council notes the final quarterly Q4 progress report (1 April to 30 June 2025) and the end-of-year outcome / achievement summary for 2024/25 of the Shire of Capel's Corporate Business Plan 2024 - 2028.

Background

Previous Council Decisions

August 2024 – Council endorsed (OC/2024/151) the Shire of Capel Corporate Business Plan 2024 to 2028 – Service Area Strategic Initiatives and Core Business Actions.

Council further noted that the final published version of the Corporate Business Plan 2024 to 2028 will align to the Plan for the Future including the Strategic Community Plan 2023 to 2033, including the endorsed Service Area Initiatives and Core Business Actions, and be graphically designed and illustrated to a standard suitable for public presentation.

April 2025 – (OC/2025/69) Council notes the quarterly progress report (Quarter 3 – 1 July 2024 to 31 March 2025) of the Shire of Capel's Corporate Business Plan 2024 – 2028.

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 2024-2028

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 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	**Likelihood**	**Consequence**	**Mitigation**
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

Budget

The Corporate Business Plan 2024 – 2028 has been prepared ensuring that the 2024/25 cost of all proposed actions are accommodated within the current adopted budget.

There are no financial implications relevant to this proposal.

Long Term

The Corporate Business Plan 2024 – 2028 details growth in specific areas of expenditure over and above the current adopted Long Term Financial Plan (LTFP) in all future years (2024, 2025, 2026 and 2027).

The LTFP does forecast an annual expense for CBP related projects and initiatives to the value of $1m per annum.

Future annual reviews of the Corporate Business Plan, in line with the LTFP and Annual Budget will occur to ensure all CBP related projects and initiatives are funded correctly.

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 2024 – 2028 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 2024 – 2028 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's Comment

CBP Summary of Completion – Q4 2024/25 (July 2024 to June 2025)

The current Shire of Capel Corporate Business Plan 2024 – 2028 contains 458 individual actions / outcomes, detailed across all departments.

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.

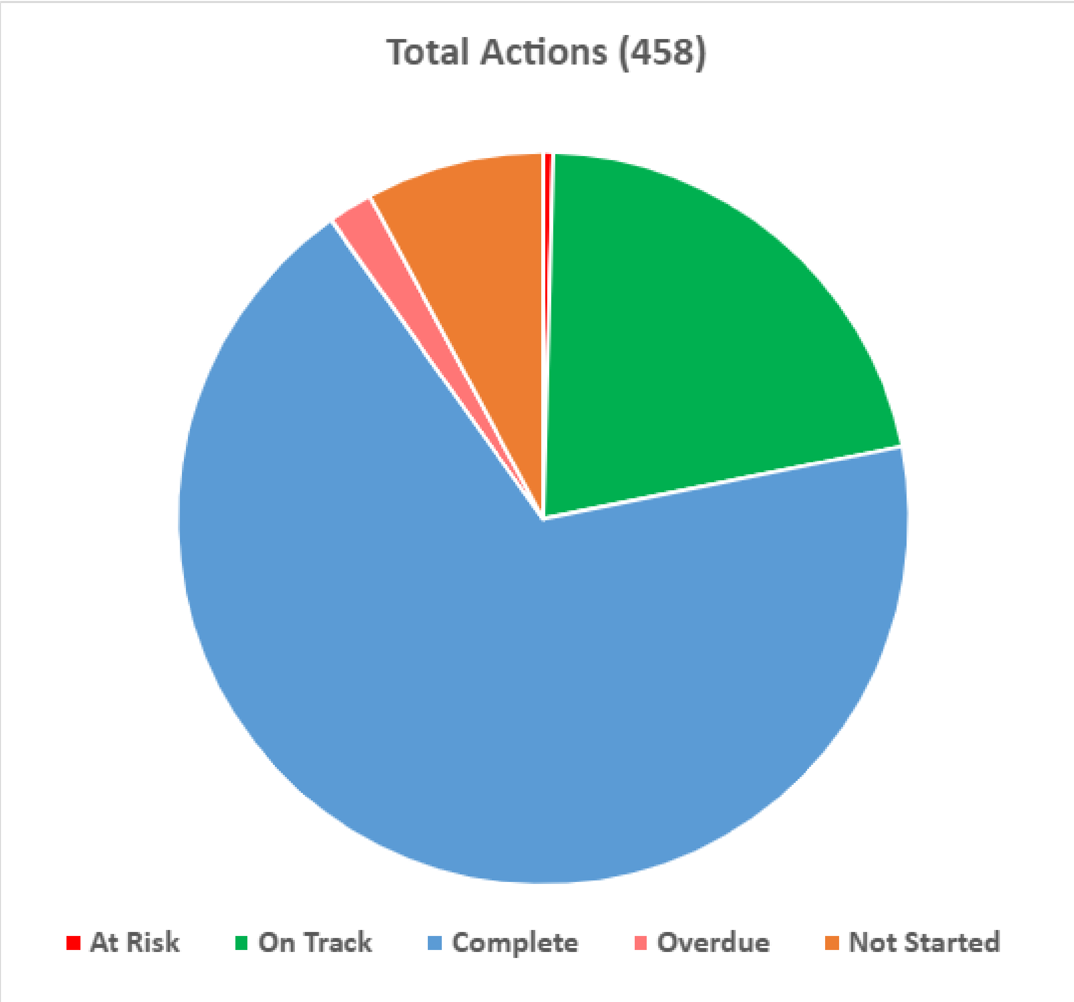
Status descriptions of reported (quarterly) in the Corporate Business Plan actions are as follows:

- Not Started – Noting that the CBP is a 4-year plan, some actions are scheduled to commence at a future time.
- Completed – 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.

The status of actions at the end of Quarter 4 2024/25 (for the period 1 July 2024 to 30 June 2025) is summarised in the Tables below as:

Status	Number of Actions				Percentage (%)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Completed	8	23	36	314	2%	5%	8%	68%
On Track	217	340	354	98	47%	74%	78%	21%
Overdue	0	4	6	8	0%	1%	1%	2%
At Risk	0	2	5	2	0%	1%	1%	1%
Not Started	233	89	57	36	51%	19%	12%	8%
Total	**458**	**458**	**458**	**458**	**100%**	**100%**	**100%**	**100%**

The status of the 458 CBP actions as at 30 June 2025 is presented in the graph below.



Noting the 4-year period of the Plan in that 8% of actions have either not started (until later years) or are being delivered across multi-years, the 2024/25 outcome report demonstrates good achievement across the organisation.

Overall, 92% of actions are in accordance with the CBP for the reporting period 1 July 2024 to 30 June 2025.

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

- Completion of the Capel Regional Equestrian Park (CREP) - Clubroom and facilities.
- Dalyellup Multipurpose Community and Youth Centre (DMCYC) construction has commenced.
- Completion of the Ironstone Gully Falls Walk Interpretative trail.
- Update and review the Shire's Trails Master Plan.
- Endorsement of the Shire's 10 Year Sports Spaces Strategy.
- Sports Strategic Planning: Ferndale Sports Lighting and Storage project in planning phase.
- Full review of the Strategic Community Plan (2023-2033).
- Review and development of the Corporate Business Plan (2025 – 2029).
- Continuation of the Enterprise Resource Planning Project.
- Continuation of the Organisational Leadership and Cultural Development Program.
- Agribusiness Precinct Feasibility – Phase 1 completed.
- Completion of the Integrated Growth Framework project.
- Development of the Local Emergency Management Arrangements and Emergency Recovery Plan.
- Community Perception Survey Nov 2024.
- Development of Crime Prevention Plan.
- Development of Shire's Public Health Plan.
- Development of internal operating plans across all departments.
- Discover Capel Tourism Website launch.
- Waste Services Review with development of Waste Action Plan.
- Volunteer Bushfire Brigade WHS and Induction.
- Short Term Rental Accommodation policy.
- Development of ICT Strategy.

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 (2024/25) of the CBP have not fully commenced and may be carried forward to future years in the CBP.

Key factors regarding the non-completion of actions (see attachment 15.4.1 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).

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 – Some projects have been quoted, tendered, or costed in excess of the budget allocation, with further work required to consider alternative approaches and value for money.

- Action Interdependence – Progressing many actions within the CBP is contingent on the completion of other independent actions and a reliance on other departments to support with project completion.

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

<u>Overview of 'Not Started' Actions</u>

- Shire Front Office Remodel – This Project has been delayed until completion of the accommodation strategy.
-
- Increase accessibility of library services by way of home-based delivery service – This Project is commencing in December 2026. Expecting to commence upon completion of the Dalyellup Multipurpose Community and Youth Centre.
-
- Digitalisation of the Waste transfer station - Investigate and determine works required to modernise the Waste transfer station including any pre-work to modernise the site and enable weighbridge or other facilities as required. This is dependent on Operation's design for the Depot and Waste Transfer Station.
-
- Develop and implement an ongoing work experience/internship program, including developing partnerships with education providers. This has been carried forward to 2025/26.
-
- Masterplan and upgrade design of the Capel and Boyanup Cemeteries. This has been carried forward to 2025/26.
-
- Tourism & Hospitality Infrastructure – Expand the self-contained caravan / motorhome stop in Capel (2 stages). This project isn't scheduled until the 2025/26 year. This has been carried over to the Community Development's CBP.
-
- Review the Local Planning Strategy to ensure the document reflects the current planning framework. Work in progress following the adoption of LPS8.
-
- Record Management – Personnel file back scanning project once Business Systems has finalised the Enterprise Resource Planning system for the Shire. This has been carried forward to 2025/26.

- Collaboration with Bunbury/Geograph Local Governments to develop a BORR Signage Strategy including the installation of signage assets. This project is scheduled for the commencement of the 2026/27 financial year due to funding constraints.
-

<u>Corporate Business Plan - 2025 - 2029</u>

Work is being completed on the development of the new (Draft) CBP for the period 2025 to 2029.

This has been achieved through the review of the 2025/26 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 (2028/29). Council's consideration of the Draft Corporate Business Plan 2025 to 2029 will occur in August 2025 to ensure all projects and actions contained within, are funded through the adopted 2025/26 Annual Budget.

During 2024/25, the Strategic Community Plan (SCP) has also undergone a major review with the final plan also being presented to the Council in August 2025.

Following the Council's endorsement of both strategic documents, the Shire's Plan for the Future document will be updated to reflect the changes to the SCP and the CBP.

Summary

A rate of 92% completion of actions in the CBP represents a good level of achievement across the organisation, seeing the endorsement of several new informing strategies and initiatives during the year, directly linking to the Shire's Strategic Community Plan and improving service delivery to our community.

Voting Requirements

Simple Majority.

OC/2025/135 - Officer's Recommendation / Council Decision - 15.6

Moved Cr Mogg, Seconded Cr Schiano.

That Council notes the final quarterly Q4 progress report (1 April to 30 June 2025) and the end-of-year outcome / achievement summary for 2024/25 of the Shire of Capel's Corporate Business Plan 2024 - 2028.

Carried 9 / 0

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

Against - Nil

Cr Kitchen adjourned the meeting for 10 minutes at 8pm, the meeting resumed at 8:12pm with all staff with the exception of the CEO and Council in attendance and no members of the public in attendance.

15.7. Financial Reports 31 May 2025

Author	Manager Finance, Andrew Mattaboni
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Legislative
Attachments	1. 2025-05-31 Financial Report [**15.7.1** - 28 pages] 2. 2024-25 Capital Works Program - May 2025 [**15.7.2** - 7 pages]
Confidential Status	*This item is not a confidential matter.*

Proposal

Provide the Financial Report for the month ended 31 May 2025.

Officer's Recommendation

In accordance with the *Local Government (Financial Management) Regulations 1996* section 34(4)(a), that Council:

1. Receives the Financial Report for the month ended 31 May 2025.
2. Receives the 2024/25 Capital Works Program – May 2025 Progress Report.

Background

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

<u>Previous Council Decisions</u>

The Financial Report for the month ended 30 April 2025 (received 28 May 2025 Ordinary Council Meeting).

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance, and decision-making:
4.1 Effective and compliant governance.
4.2 Informed and transparent decision making.

Direction 6 - Effective communication, engagement, and relationship development:
6.1 Greater trust and the development of positive relationships within the Shire and with the community.

Corporate Business Plan 2024-2028

FIN 8 - **Annual and Monthly Financial Reporting** - Statutory reporting of income and expenditures to the Council and regulatory authorities.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government (Financial Management) Regulations 1996 r34.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

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

Implications

Risk Implications

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

Financial Implications

<u>Budget</u>

There are no financial implications relevant to this proposal.

<u>Long Term</u>

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

Officer's Comment

The Financial Report for the month ended 31 May 2025 has been completed. The report includes the statements and disclosures required by the *Local Government (Financial Management) Regulations 1996.* The report contains the following:

1. Statement of Financial Activity.
2. Statement of Financial Position.
3. Basis of Preparation Note.
4. Statement of Financial Activity Information Note.
5. Explanation of Material Variances Note.

The Statement of Financial Activity compares the year-to-date actual figures with the year-to-date budget estimates. Explanations for variances greater than, or less than, 10% are provided in the Explanation of Material Variances note.

The Statement of Financial Activity is segmented based on Operating Activities, Investing Activities and Financing Activities. Any amounts which have been excluded from the calculation of budgeted deficiency are disclosed in the Statement of Financial Activity Information Note.

In addition to the required disclosures above, the report contains supplementary information which is not required by legislation. The supplementary information is provided as an aid to further understand the above statements, and to analyse financial trends in more detail.

The supplementary information contains the following:

1. Key Information.
2. Key Information – Graphical.
3. Cash and Financial Assets.
4. Reserve Accounts.
5. Capital Acquisitions.
6. Disposal of Assets.
7. Receivables.
8. Other Current Assets.
9. Payables.
10. Rate Revenue.
11. Borrowings.
12. Lease Liabilities.
13. Grants and Contributions.
14. Capital Grants and Contributions.
15. Trust Fund.

<u>May 2025 Financial Analysis Summary</u>

The issuing of rates for 2024/25 was completed in August 2024. Additional rating income should occur during the year due to interim rates and other minor adjustments.

The first rates instalment and due date for a single full payment occurred on 13 September 2024.

The second rates instalment was due on 13 November 2024, with the third instalment due on 13 January 2025 and the fourth and final instalment due on 13 March 2025.

The Shire's surplus after imposition of rates was $7,528,832, which is 208.12% higher than the year-to-date budgeted deficit of ($6,963,138) at the end of May 2025.

Explanation of current material variances is included in Note 5 of the attached financial report, with additional commentary below noting the reason for variances in some main cost centres /work schedules.

Salary Expenditure:

The actual Employee Costs currently have an underspend of 3.85% to the adopted budget. The 2024/25 budgeted expense for Employee costs is an amount of $13,260,011, with $500,000 of this amount being funded directly from the Shire's leave reserve and not municipal funds.

If the current 3.85% underspend were forecast to continue until year end, there would be an adjustment (reduction) to the amount of funds taken out of the leave reserve (budgeted forecast $500,000) which was primarily quarantined to partially fund new year-one appointments, as per the adopted Workforce Plan.

Since July 2024, there has been thirty one staff who have left the organisation and have been replaced or are in the process of being replaced. There has been a phased approach for the employee costs related to new staff positions, but existing staff are costed for the full financial year (based on their employment contract terms), which is also where salary savings / underspends have been identified, contributing to the 3.85% variation.

Materials and Contracts:

The variance in operating expenditure is mostly due to the Enterprise Resource Planning (ERP) project. The budget for the Enterprise Resource Planning project is forecast within the last five periods of the financial year.

To date, the main expenditure in relation to the project has been to fund the advisory consultant phase and the additional fixed term staff appointed to support with the implementation of the project, who are currently undergoing training across various departments to support with backfill requirements through the ERP transition process.

There was a vendor pricing extension to the tender selection process endorsed at the 27 November 2024 Ordinary Council Meeting (OCM).

The awarding of the tender was endorsed by the Council at the 29 January 2025 OCM. Execution of the final contract is nearly finalised and is currently under final legal review.

Interest Revenue:

Most other variances are due to timing differences between year-to-date budget and year-to-date actual figures. Actual year to date interest revenue is 0.62% below budget but is trending closer to budget and with accrued interest applied to the 24/25 financial year is forecast to be above budget at year end.

Interest revenue comes from two sources. Interest is earned on bank deposits and on rates instalment / penalty interest charges. Interest revenue on bank deposits is apportioned between financial years even though maturity is in a subsequent financial year.

Interest accrued into 2023/24 with a reversal in the July 2024 period means that actual interest income is below budget for the first half of the financial year.

Other Revenue:

The increase in other revenue is due to income from the sale of the last Capel light industrial block of land owned by the Shire in Capel. This completes the sale of the last block of nine blocks held in the Capel light industrial area since 2005/06.

Finance Costs:

Finance costs are 46.21% below budget but are forecast to be in line with budget as at year end. Finance expenses are from loan interest expense and lease interest expense. Loan interest expense is apportioned between financial years even though a loan payment is in a subsequent financial year.

Interest expense accrued into 2023/24 with a reversal in the July 2024 period means that actual interest expense is below budget for the first half of the financial year.

Capital Work's Program:

Supplementary Information Data Sheet 5a of the financial report presents the 2024/25 capital works program by asset class.

The Shire's capital expenditure at the end of May 2025 was $8,679,914 which is 47.01% lower than the year-to-date budgeted capital expenditure of $16,379,755.

The main capital expenditure underspend relates to the Dalyellup Multipurpose Community and Youth Centre (DMCYC) and road infrastructure.

Progress is being made on the DMCYC development, with the foundations now laid and the built form installation in progress. The Shire is now receiving larger contractor payments for processing.

Key notes in respect to the capital works program include:
- ROADS - Boyanup Road West is complete.
- ROADS - CAPEX jobs for completion by the Shire's own crews have been delayed due to resourcing and vacancies. Capel Tutunup Road and Weld Road are now complete.
- GENERAL MAINTENANCE - OPEX is generally underspent due to lack of Work's team resources. The Shire is currently 3 FTEs short and at times, has been 5 FTEs short, so time has been spent on urgent customer requests, impacting the completion of our regular planned maintenance activities (road, tree, drainage maintenance). The Shire is working to fill gaps with permanent appointed staff and contractors.
- Footpath maintenance will have a reduced scope of works to approximately $49k.
- On review of the design costs, most are in final design stage, and have not received the invoice / claim amounts yet. Reconciliation of the allocation of expenditure items is still occurring into June and July 2025.
- Dalyellup Multipurpose Community and Youth Centre (DMCYC) project – construction is on track with a $1,703,725 spend to the end of May.

Further to the above information, it has been identified that some capital costs for works to the Park's schedule have been budgeted to capital expenses but the breakdown to individual Parks has seen it costed to operations. This incorrect posting of expense costs will be rectified moving forward.

In addition to the above information, Supplementary Information Data Sheet 5b of the financial report itemises the 2024/25 capital works program by individual project and further to this, Officers have introduced a new report, providing additional commentary on the status of each capital project, which is presented as a separate attachment to the monthly financial reports to Council, and includes the following information:

1. Description of Works.
2. Budget / Year to Date / Variance.
3. Progress Comment.
4. Risk Related to Project Delivery.
5. Tracking Status.

The development and inclusion of this report is to improve the way the Shire reports the capital work progress and financial performance tracking through to project completion.

The financial data related to the Shire's adopted 2024/25 Plant / Fleet Replacement Program has year to date expenditure of $569,515 against a budget of $2,414,095. The completion of light vehicle program is dependent on the delivery of purchases.

The Shire's forecasts for revenue and expenditure balances will be adjusted for changes and reported as part of the monthly financial reporting as we continue through the remainder of the financial year.

The continued adjustments to forecasts across all accounts will reflect changes in operations and will be used as a benchmark to support the 2025/26 budget process.

Summary

The Financial Report for the month ended 31 May 2025 includes the statements and disclosures required by the *Local Government (Financial Management) Regulations 1996*, with additional supplementary disclosures, for the purpose of monitoring the Shire's financial position and progress toward achieving the budget estimates set at the start of the 2024/25 financial year.

Variations to the year-end projected balance will be updated and reported to Council.

The budgeted 2024/25 year-end financial position is a deficit of ($4,650) from the mid-year budget review. The 31 May 2025 year-to-date financial position is a surplus of $7,528,832, noting the majority of this surplus is related to the Dalyellup Multipurpose Community and Youth Centre, and Roads Capital Projects which are still in progress.

The underspend in operating expenses mainly relates to the Enterprise Resourcing Planning project which again, is a project that will continue to be managed during FY2025/26 and beyond.

The revised year end surplus-deficit, which was recalculated for the 2025/26 budget process, is an amount of $2,127,572 that is due to an underspend on capital and operating projects and has been redirected in the development of the FY2025/26 Annual Budget.

Voting Requirements

Simple Majority.

OC/2025/136 - Officer's Recommendation / Council Decision - 15.7

Moved Cr Mogg, Seconded Cr Terrantroy.

In accordance with the *Local Government (Financial Management) Regulations 1996* section 34(4)(a), that Council:

1. **Receives the Financial Report for the month ended 31 May 2025.**
2. **Receives the 2024/25 Capital Works Program – May 2025 Progress Report.**

Carried 9 / 0

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

Against - Nil

Mr Clark returned to the room at 8:13pm.

15.8. Accounts Paid During the Month of June

Author	Finance Officer, Susan Searle
Authorising Officer	Director Community and Corporate – Samantha Chamberlain
Nature of the Decision	Executive/Strategic
Attachments	1. document 20250603 [**15.8.1** - 7 pages]
Confidential Status	*This item is not a confidential matter.*

Proposal

Accounts paid during June 2025 are submitted for the endorsement of the Council.

Officer's Recommendation

That in accordance with Regulation 13(11) of the *Local Government (Financial Management) Regulations 1996,* the list of payments made under delegated authority for the month of June 2025 be received by the Council and recorded in the minutes of the Council, the summary of which follows:

1 The Schedule of Accounts covering EFT49279 to EFT49586 CHQ50929 to CHQ50933 equated to $3,237,307.71 during the month of June 2025.

2 Payroll payments for the month June 2025, equated to $944,406.58.

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 2024-2028

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.

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 requirements for 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 2025 are as follows:

EFT49279	04/06/2025	BENDIGO BANK BUSINESS CREDIT CARD	MAT CREDIT CARD TRANSACTIONS: 1.5.25 - POST CAPEL - $100.00 - GIFT CARD FOR YOUTH SURVEY WINNER - CARD 261 DCC 2.5.25 - DOWNSOUTH TURF - $218.16 - CAPEL OVAL TURF - CARD 261 DCC 3.5.25 - FACEBOOK - $3.00 - YOUTH ADVERTISING - CARD 261 DCC 3.5.25 - INTERNATIONAL TRANSACTION FEE FOR ABOVE 3.5.25 - ANACONDA - $149.99 - BEACH TROLLEY FOR YOUTH SERVICES - CARD 261 DCC 3.5.25 - FACEBOOK - $3.00 - YOUTH ADVERTISING - CARD 261 DCC 3.5.25 - INTERNATIONAL TRANSACTION FEE FOR ABOVE - $.09 4.5.25 - FACEBOOK - $3.00 - YOUTH ADVERTISING - CARD 261 DCC 4.5.25 - INTERNATIONAL TRANSACTION FEE FOR ABOVE - $.09 4.5.25 - FACEBOOK - $3.00 - YOUTH ADVERTISING - CARD 261 DCC 4.5.25 - INTERNATIONAL TRANSACTION FEE FOR ABOVE - $.09 4.5.25 - FACEBOOK - $3.00 - YOUTH ADVERTISING - CARD 261 DCC 4.5.25 - INTERNATIONAL TRANSACTION FEE FOR ABOVE - $.09 5.5.25 - FACEBOOK - $5.00 - YOUTH ADVERTISING - CARD 261 DCC 5.5.25 - INTERNATIONAL TRANSACTION FEE FOR ABOVE - $.15 6.5.25 - OK ALONE - $626.96 - LONE WORKER APP - CARD 442 MFIN 6.5.25 - INTERNATIONAL TRANSACTION FEE FOR ABOVE $18.81 6.5.25 - FACEBOOK - $8.00 - YOUTH ADVERTISING - CARD 261 DCC 6.5.25 - INTERNATIONAL TRANSACTION FEE FOR ABOVE - $.24 6.5.25 - ATLASSIAN - $205.69 - HELP DESK EXTRA - CARD 442 MFIN 6.5.25 - INTERNATIONAL TRANSACTION FEE FOR ABOVE - $6.17 7.5.25 - SPOTLIGHT - $89.99 - CITIZENSHIP CEREMONY EXPENSES - CARD 442 MFIN	9,466.36

			7.5.25 - EVENT AND CONFERENCE - $771.40 - CONFERENCE BOOKING - CARD 442 MFIN 8.5.25 - AUREA HOTEL - $213.15 - ACCOMMODATION FOR AWARDS NIGHT - CARD 442 MFIN 8.5.25 - HARVEY NORMAL - $3,238.00 - FRIDGE FOR SHIRE STAFF ROOM - CARD 442 MFIN 16.5.25 - WANEWSWPX - $21.95 - COPY OF PHOTO FROM BUNBURY HERALD - CARD 261 DCC 16.5.25 - TICKETEK - $1,123.95 - SENIOR OUTING TO PERTH LIGHTSCAPE - CARD 261 DCC 24.5.25 - TICKETS SOUTH WEST - $31.25 - SUNDOWNER EVEN - CARD 442 MFIN 24.5.25 - CAPEL IGA - $4.70 - RETIREMENT EVENT - CARD 261 DCC 24.5.25 - CAPEL IGA - $16.15 - RETIREMENT EVENT - CARD 261 DCC 24.5.25 - CAPEL IGA - $5.90 - RETIREMENT EVENT - CARD 261 DCC 24.5.25 - SP JB HIFI - $119.00 - MICROPHONE FOR VIDEOING - CARD 261 DCC 27.5.25 - CAPEL IGA - $71.10 - RETIREMENT EVENT - CARD 261 DCC 27.5.25 - IGA CAPEL LIQUOR - $476.50 - RETIREMENT EVENT EXPENSES - CARD 261 DCC 27.5.25 - CAPEL FRESH IGA - $35.77 - WORKSHOP CATERING - CARD 261 DCC 28.5.25 - INTUIT MAILCHIMP - $45.73 - SUBSCRIPTION - CARD 261 DCC 30.5.25 - GP GIBSON - $60.00 - WORKSHOP CATERING - CARD 261 DCC 30.5.25 - MIELE AUSTRALIA - $1,684.10 - NEW DISHWASHER FOR STAFFROOM - CARD 261 DCC 30.5.25 - CARD FEE - $12.00 31.5.25 EZISCHNAP - $91.10 - EQUIPMENT FOR SERVER ROOM - CARD 442 MFIN	
EFT49280	04/06/2025	ARBOR GUY PTY LTD	VARIOUS TREE REMOVAL AND PRUNING INCLUDING CHIPPER HIRE AND TRAFFIC MANAGEMENT	49,890.50
EFT49281	04/06/2025	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	REGISTRATIONS FOR NATIONAL CONVENTION 24-27 JUNE 2025	3,774.00

EFT49282	04/06/2025	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	56.00
EFT49283	04/06/2025	BUNBURY BEARINGS	EXCAVATOR PARTS	159.50
EFT49284	04/06/2025	GELORUP BUSHFIRE BRIGADE	HAZARD REDUCTION BURN SHEOAK PARK	220.00
EFT49285	04/06/2025	BIG W	BOOK STOCK PURCHASES	428.00
EFT49286	04/06/2025	BUNBURY MOWER SERVICE	PLANT CONSUMABLES	386.00
EFT49287	04/06/2025	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	59.49
EFT49288	04/06/2025	HEATLEYS SAFETY & INDUSTRIAL	PPE	613.61
EFT49289	04/06/2025	COATES HIRE SERVICE	HIRE OF PORTABLE TOILETS FOR THE SHIRE DEPOT	524.28
EFT49290	04/06/2025	CROSS SECURITY SERVICES	PROVIDE QUARTERLY ALARM MONITORING SERVICE CAPEL SHIRE ADMINISTRATION AND EAST DALYELLUP SPORTS PAVILION	630.00
EFT49291	04/06/2025	COATES CIVIL CONSULTING PTY LTD	LINEMARKING CHANGES ON PEPPERMINT GROVE TERRACE	2,750.00
EFT49292	04/06/2025	DA Christie Pty Ltd	BBQ'S FOR PEPPERMINT GROVE BEACH FORESHORE PARK	17,149.00
EFT49293	04/06/2025	CAPEL NEWSAGENCY	STATIONERY AND NEWSPAPERS	23.50
EFT49294	04/06/2025	CLOUTZ EVENT HIRE	AMUSEMENT MACHINERY HIRE	3,877.80
EFT49295	04/06/2025	CARBONE BROS PTY LTD	GRAVEL FOR WELD ROAD WORKS	12,370.68
EFT49296	04/06/2025	COLROYS COUNTRY KITCHEN	CATERING FOR WORKSHOPS	212.50
EFT49297	04/06/2025	DORMAKABA AUSTRALIA PTY LTD	AUTO DOOR SERVICING	396.00
EFT49298	04/06/2025	ASHLEE DOCKING	RETIREMENT EVENT EXPENSES	112.00
EFT49299	04/06/2025	ELITE OFFICE FURNITURE	DALYELLUP LIBRARY CHAIRS	3,397.50
EFT49300	04/06/2025	GOLDEN WEST PLUMBING AND DRAINAGE	PLUMBING WORKS AT DALYELLUP SPORTS PAVILION AND PEPPERMINT GROVE BEACH TOILETS	726.00
EFT49301	04/06/2025	GUARDIAN FIRST AID AND FIRE T/F ENSURV PTY LTD ATF THE HARRIS FAMILY TRUST	PPE	540.10
EFT49302	04/06/2025	HITACHI CONSTRUCTION MACHINERY (AUST) PTY LTD	MAINTENANCE AND PARTS FOR LOADER AND GRADER	1,038.86

EFT49303	04/06/2025	HATCH PTY LTD	AGRIBUSINESS STUDY	4,577.10
EFT49304	04/06/2025	HYDRAULINK BUNBURY	REPAIRS TO LOADER	1,417.90
EFT49305	04/06/2025	INTERFIRE AGENCIES PTY LTD	BFB HELMET NAME STICKERS	187.00
EFT49306	04/06/2025	JB HI FI GROUP PTY LTD	PHONES AND TABLETS	1,798.00
EFT49307	04/06/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	WORKSHOP AND TRAINING	242.00
EFT49308	04/06/2025	LANDGATE	LAND VALUATIONS	15,694.56
EFT49309	04/06/2025	LOCAL GOVERNMENT RACING AND CEMETERIES EMPLOYEES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	22.00
EFT49310	04/06/2025	MARKET CREATIONS AGENCY	WEBSITE WORKS	3,852.20
EFT49311	04/06/2025	MARRAK HOLDINGS PTY LTD	CATERING FOR IRONSTONE GULLY FALLS TRAIL LAUNCH	1,782.00
EFT49312	04/06/2025	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY	306.74
EFT49313	04/06/2025	FULTON HOGAN INDUSTRIES PTY LTD	BOYANUP WEST ROAD WIDENING WORKS AND SIGNAGE	453,548.85
EFT49314	04/06/2025	SPENCER SIGNS	DEPOT SIGNAGE	525.80
EFT49315	04/06/2025	STEANN PTY LTD	GREENWASTE PROCESSING	57,547.27
EFT49316	04/06/2025	SYNERGY	ELECTRICITY	1,756.68
EFT49317	04/06/2025	SIMPLE BEN STORIES	BOYANUP HALF DAY SHOOT WITH TALENT	3,063.50
EFT49318	04/06/2025	TOTALLY WORKWEAR BUNBURY	STAFF UNIFORM ALLOWANCE	185.13
EFT49319	04/06/2025	T-QUIP	AERATOR MAINTENANCE AND PARTS	492.30
EFT49320	04/06/2025	TYREPOWER CAPEL	FLEET VEHICLE TYRES AND SERVICING	2,706.50
EFT49321	04/06/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	65.89
EFT49322	04/06/2025	BUSINESS NEWS PTY LTD	BUSINESS NEWS - FULL PAGE ADVERTISING	7,150.00
EFT49323	04/06/2025	WESTSIDE TILT TRAY SERVICES	TOW AND IMPOUND BURNT OUT VEHICLE	165.00
EFT49324	04/06/2025	YOUTHCARE	YOUTHCARE - CONTRIBUTION TO SCHOOL CHAPLAINCY SERVICE	19,800.00
EFT49325	06/06/2025	GEOGRAPHE FORD	3 NEW SHIRE FLEET VEHICLES	108,317.58

EFT49326	06/06/2025	MARCHESE ENTERPRISES PTY LTD T/A MJ GOODS	CLEANING AND TOILETRY PRODUCTS	716.40
EFT49327	06/06/2025	MARRAK HOLDINGS PTY LTD	ARTISTIC CONSULTANCY AND PROVISIONAL SUM PUBLIC ART - DMCYC	3,960.00
EFT49328	06/06/2025	PTG CONSULTING	REVIEW OF THE PROVIDED TIA AND SIDRA FILES FOR THE PROPOSED ALDI STORE	3,300.00
EFT49329	05/06/2025	PRECISION ADMINISTRATION SERVICES PTY LTD	MAY SUPERANNUATION PAYMENT	60,252.83
EFT49330	05/06/2025	PRECISION ADMINISTRATION SERVICES PTY LTD	MAY SUPERANNUATION PAYMENT	113,097.40
EFT49331	11/06/2025	AMPAC DEBT RECOVERY	DEBT COLLECTION FEES	479.93
EFT49332	11/06/2025	ALTRUM PTY LTD	NORTH AND FRONT LAKES - SUPPLY AND INSTALLATION OF LAKE WATER LEVEL REMOTE MONITORING	6,888.20
EFT49333	11/06/2025	B & B STREET SWEEPING	STREET SWEEPING AND WASTE DISPOSAL	1,402.87
EFT49334	11/06/2025	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	404.72
EFT49335	11/06/2025	HEATLEYS SAFETY & INDUSTRIAL	PPE	394.32
EFT49336	11/06/2025	BULLIVANTS PTY LTD	DEPOT MAINTENANCE	131.14
EFT49337	11/06/2025	BOYANUP GENERAL STORE & NEWSAGENCY	BOYANUP LIBRARY NEWSPAPER PURCHASES	32.00
EFT49338	11/06/2025	CASSANDRA BYNDER	NAIDOC WEEK - ART PROJECT WITH CAPEL PRIMARY SCHOOL - 2ND WORKSHOP CASSANDRA BYNDER - ARTIST	1,400.00
EFT49339	11/06/2025	BIDI FACILITY SERVICES PTY LTD	DEPOT TOILET - RENEWAL	23,643.11
EFT49340	11/06/2025	COATES CIVIL CONSULTING PTY LTD	GEOTECH, CONCEPT DESIGN AND DRAFTING - GAVINS ROAD STAGE 1	24,475.00
EFT49341	11/06/2025	COMBINED TEAM SERVICES PTY LTD	TRAINING AND DEVELOPMENT	995.00
EFT49342	11/06/2025	COUNTRY WATER SOLUTIONS	MIDDLE LAKE IRRIGATION WORKS	6,094.41
EFT49343	11/06/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1,249.97
EFT49344	11/06/2025	DATA #3	IT PRODUCTS AND SERVICES	3,708.53

EFT49345	11/06/2025	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BSL LEVY MAY 2025	12,736.28
EFT49346	11/06/2025	FLARE HR PTY LTD	VEHICLE LEASES	1,848.81
EFT49347	11/06/2025	FUR LIFE VET BUNBURY	THE EUTHANASIA OF OLDER MALE DOG	220.00
EFT49348	11/06/2025	GEOVET CAPEL	VET CALL OUT	415.00
EFT49349	11/06/2025	GRACE RECORDS MANAGEMENT	RECORDS STORAGE AND DESTRUCTION SERVICES	1,185.55
EFT49350	11/06/2025	GOLDEN WEST PLUMBING AND DRAINAGE	PLUMBING WORKS	2,612.50
EFT49351	11/06/2025	HOLIDAY INN WEST PERTH	ACCOMMODATION FOR TRAINING AND DEVELOPMENT	221.00
EFT49352	11/06/2025	INNOVATION INDUSTRIES PTY LTD	CONNECTIVITY PLAN FOR POS AND PLAYING FIELDS	97.90
EFT49353	11/06/2025	LESLEY JACKES	RETIREMENT EVENT EXPENSES	36.98
EFT49354	11/06/2025	JB HI FI GROUP PTY LTD	PHONES AND TABLETS	3,625.00
EFT49355	11/06/2025	KLEENIT	FORREST ROAD GUTTER CLEANING - JUNE 2025	3,478.75
EFT49356	11/06/2025	KAJE ENVIRONMENTAL HEALTH SERVICES	DEVELOPMENT OF PUBLIC HEALTH PLAN	10,120.00
EFT49357	11/06/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	TRAINING AND DEVELOPMENT	1,430.00
EFT49358	11/06/2025	LANDGATE	LAND VALUATIONS	178.15
EFT49359	11/06/2025	G & A LOMBARDI PTY LTD	SUPPLY POWER PACK 24VOLT MOTOR	341.55
EFT49360	11/06/2025	MCDONALD FENCING	FENCING INSTALLED AT CLAYMORE LOOP AND REPAIR CAPEL RV DUMP POINT FENCE	1,463.00
EFT49361	11/06/2025	PRINT MEDIA GROUP	BFB VEHICLE ID STICKERS	91.41
EFT49362	11/06/2025	AUSTRALIAN TAXATION OFFICE	PAYG PAYRUN 233	88,646.00
EFT49363	11/06/2025	ROBERT'S TILT-TRAY & HIAB SERVICE	RELOCATE AND DELIVERY STEEL DRUM ROLLER	990.00
EFT49364	11/06/2025	RAECO	BOOK COVERING & PROCESSING SUPPLIES	323.02
EFT49365	11/06/2025	SOUTHWEST WOMEN'S HEALTH & INFORMATION CENTRE INC	POST CAPTIVATE CAPEL TEDDY BEAR RECYCLING WORKSHOPS	660.00
EFT49366	11/06/2025	SOUTHERN LOCK & SECURITY	SERVICE CALL FOR THE GROVE	369.60

EFT49367	11/06/2025	SYNERGY	ELECTRICITY	40,693.65
EFT49368	11/06/2025	SEEK	EMPLOYMENT ADVERTISING	1,857.63
EFT49369	11/06/2025	SDH PAINTING & DECORATING	DALYELLUP BEACH TOILETS - PAINT OVER UNAUTHORISED MURAL	275.00
EFT49370	11/06/2025	SONIC HEALTHPLUS PTY LTD	EMPLOYEE HEALTH CHECKS	254.10
EFT49371	11/06/2025	SMARTSALARY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	382.10
EFT49372	11/06/2025	SOUTHWEST OFFICE NATIONAL	WORKSTATIONS	1,232.09
EFT49373	11/06/2025	SITE ARCHITECTURE STUDIO	DALYELLUP MULTIPURPOSE COMMUNITY & YOUTH CENTRE - SITE ARCHITECTS - PROJECT LEAD SERVICES	8,360.00
EFT49374	11/06/2025	SMARTWASH WA	REMOVAL OF GRAFFITI AT FERNDALE PARK	495.00
EFT49375	11/06/2025	SOUTHWEST FIRE MITIGATION SERVICES	SLASHING/MULCHING OF DRAINAGE RESERVES	11,220.00
EFT49376	11/06/2025	SYDNEY TOOLS PTY LTD	WORKBENCH FOR DEPOT	947.19
EFT49377	11/06/2025	TRAFFIC FORCE	TRAFFIC CONTROL WELD ROAD	6,968.85
EFT49378	11/06/2025	TOTALLY WORKWEAR BUNBURY	UNIFORM ALLOWANCES	183.37
EFT49379	11/06/2025	TELAIR PTY LTD INTERNET	INTERNET MONTHLY COSTS	689.72
EFT49380	11/06/2025	TELAIR PTY LTD (Mobiles)	MOBILE PHONES MONTHLY COSTS	1,348.49
EFT49381	11/06/2025	TUTT BRYANT HIRE	WATERCART HIRE	7,618.05
EFT49382	11/06/2025	T-QUIP	MOWER PARTS AND REPAIRS	1,382.15
EFT49383	11/06/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	65.37
EFT49384	11/06/2025	UNITING GLOBAL	SHIRE BBQ CLEANING	4,742.74
EFT49385	11/06/2025	READYTECH	DEFINITIV TEST ACCOUNT	550.00
EFT49386	11/06/2025	THE PRINT SHOP	PRINTING FOR IGF TRAIL LAUNCH	2,090.00
EFT49387	11/06/2025	WESTSIDE WINDSCREENS	WINDSCREEN FOR SHIRE FLEET VEHICLE	1,045.00
EFT49388	11/06/2025	WEST COAST SHADE	DISMANTLE SHADE SAILS FOR WINTER	19,910.00
EFT49389	11/06/2025	WILDFLEURS & CO	LIBRARY EVENT	800.00

EFT49390	11/06/2025	MATT WALSH	SMALL PLANT FUEL	184.78
EFT49391	11/06/2025	WOOLWORTHS LIMITED (WA)	YOUTH COLLECTIVE CATERING	178.84
EFT49392	13/06/2025	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	9.78
EFT49393	13/06/2025	BENDIGO BANK EMERGENCY SERVICES DEBIT CARD	DEBIT CARD PAYMENT	567.48
EFT49394	13/06/2025	CAPEL FRESH SUPERMARKET	MONTHLY EXPENSES IGA	461.11
EFT49395	13/06/2025	COLROYS COUNTRY KITCHEN	COUNCILLOR REFRESHMENT FOR WORKSHOPS AND OCM	432.00
EFT49396	13/06/2025	FVS FIRE PTY LTD	CAPEL LIBRARY FIRE PANEL MONTHLY INSPECTION AND SERVICE	68.75
EFT49397	13/06/2025	FUR LIFE VET	ANIMAL SUBSIDY APPLICATION	150.00
EFT49398	13/06/2025	GOLDEN WEST PLUMBING AND DRAINAGE	DEPOT OFFICE AND LUNCHROOM - REPLACEMENT OF WATER FILTER CARTRIDGES	473.00
EFT49399	13/06/2025	NATURALISTE TURF	POS GROUNDS MAINTENANCE	2,799.50
EFT49400	13/06/2025	MILLS OAKLEY	LEGAL ADVICE	343.75
EFT49401	13/06/2025	PERKINS (WA) PTY LTD T/A Perkins Builders	CONSTRUCTION OF DALYELLUP MULTIPURPOSE COMMUNITY AND YOUTH CENTRE (DMCYC)	309,601.41
EFT49402	13/06/2025	PROMOTE YOU	NAME BADGES	363.00
EFT49403	13/06/2025	SOS OFFICE EQUIPMENT	PHOTOCOPIER METER BILLING	1,620.37
EFT49404	13/06/2025	SLMC PROPERTY AUSTRALIA PTY LTD K/ KNIGHT FRANK AUSTRALIA	MONTHLY LEASE FEE - DALYELLUP PUBLIC LIBRARY	620.60
EFT49405	13/06/2025	TYREPOWER CAPEL	FLEET VEHICLE SERVICE	662.50
EFT49406	13/06/2025	SAIBRA LEE TWIGG	CROSSOVER CONTRIBUTION	577.25
EFT49407	13/06/2025	UNITING GLOBAL	DALYELLUP COMMUNITY CENTRE - FLOOR STRIP AND SEAL	1,980.00
EFT49408	13/06/2025	WOOLWORTHS LIMITED (WA)	SUPPLIES AND REFRESHMENTS FOR LIBRARY AUTHOR EVENT AND YOUTH EVENT CATERING	104.00
EFT49409	13/06/2025	MINISTRY OF JUSTICE-SHERIFF' OFFICE	FER REFERRAL FEES	1,204.00
EFT49410	16/06/2025	TELSTRA CORPORATION LTD	MONTHLY MOBILE CHARGES	125.99

EFT49411	16/06/2025	TELSTRA CORPORATION LTD	MONTHLY LANDLINES CHARGES	272.92
EFT49412	16/06/2025	WA FUEL SUPPLIES PTY LTD	BFB FUEL	241.19
EFT49413	16/06/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	REPAYMENT OF LOAN NO. 76	84,004.51
EFT49414	18/06/2025	BENDIGO BANK BUSINESS CREDIT CARD	CREDIT CARD INTERIM PAYMENT: 2.6.25 - FACEBOOK - $11.80 - YOUTH ADVERTISING CARD 261 DCC 2.6.25 - INTERNATIONAL TRANSACTION FEE FOR ABOVE - $.35 6.6.25 - $1003.87 - NEXACAU CARD 442 MFIN 6.626 - INTERNATIONAL TRANSACTION FEE FOR ABOVE - $6.09 6.6.25 - ATLASSIAN - $203.07 - INCREASE IN HELPDESK CARD 442 MFIN 6.625 - INTERNATIONAL TRANSACTION FEE FOR ABOVE - $18.57 6.6.26 - TICKETS - $262.09 - WORKSHOP CARD 442 MFIN 6.6.25 - OK ALONE - $619.08 - LONE WORKER APP CARD 442 MFIN 7.6.25 - TICKETS - $138.88 - LEADERSHIP PROGRAM CARD 442 MFIN 7.6.25 - NEXACU - $1004.16 - SHAREPOINT TRAINING CARD 442 MFIN 8.6.25 - VIRGIN - $3,295.67 - FLIGHTS FOR ALGA CONFERENCE CARD MFIN 442 11.6.25 - $41.10 - CAPEL FRESH IGA - CHAMBERS REFRESHMENTS CARD 261 DCC 11.6.25 - SOCIAL MEDIA - $984.50 - CONFERENCE FEE CARD 442 MFIN 12.6.25 - CAPEL FRESH - $34.10 - CHAMBERS REFRESHMENTS CARD 261 DCC	7,623.33
EFT49415	18/06/2025	AMPAC DEBT RECOVERY	DEBT RECOVERY FEES	194.59
EFT49416	18/06/2025	ALTRUM PTY LTD	MIDDLE LAKE - SUPPLY AND INSTALLATION OF LAKE WATER LEVEL REMOTE MONITORING	3,444.10
EFT49417	18/06/2025	ARBOR GUY PTY LTD	TREE PRUNING AND REMOVAL FOR DALYELLUP STREETSCAPES	9,039.80
EFT49418	18/06/2025	ACACIA CONNECTION PTY LTD	EMPLOYEE ASSISTANCE AND WELLBEING SERVICES	2,442.00

EFT49419	18/06/2025	SHEREE LOUISE ANGEL	SPORTS PARTICIPATION PAYMENT	350.00
EFT49420	18/06/2025	BIG W	BOOKSTOCK PURCHASES	472.00
EFT49421	18/06/2025	BUNBURY MOWER SERVICE	SMALL PLANT CONSUMABLES	386.00
EFT49422	18/06/2025	BUNBURY AUTO ONE	FLEET VEHICLE PART	26.10
EFT49423	18/06/2025	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	556.34
EFT49424	18/06/2025	HEATLEYS SAFETY & INDUSTRIAL	PPE	407.99
EFT49425	18/06/2025	BUNBURY PLUMBING SERVICES	PUMP OUT GREASE TRAP BOYANUP HALL	221.00
EFT49426	18/06/2025	BUNBURY BATTERIES AND RADIATORS	2 X BATTERIES FOR TRUCK	396.00
EFT49427	18/06/2025	BOYANUP TAVERN	4 X $50 VOUCHERS COMMUNITY AWARDS	200.00
EFT49428	18/06/2025	BARD UP FAB T/F DACALJAC FAMILY TRUST	DALYELLUP BORE FIELDS	1,375.00
EFT49429	18/06/2025	BP AUSTRALIA	DIESEL FUEL SUPPLY AND DELIVERY TO DEPOT	15,636.96
EFT49430	18/06/2025	CONSTRUCTION SCIENCES PTY LTD	MATERIALS TESTING FOR WELD ROAD	313.50
EFT49431	18/06/2025	COATES CIVIL CONSULTING PTY LTD	LILLYDALE ROAD RECONSTRUCTION	22,471.35
EFT49432	18/06/2025	CAPEL VALE WINES	CATERING FOR LIBRARY AUTHOR EVENT	88.01
EFT49433	18/06/2025	CARBONE BROS PTY LTD	GRAVEL FOR JAYMON ROAD MAINTENANCE	9,926.84
EFT49434	18/06/2025	COLROYS COUNTRY KITCHEN	CATERING FOR WORKSHOPS	85.00
EFT49435	18/06/2025	DEPARTMENT OF TRANSPORT	DISCLOSURE OF INFORMATION FEES	18.20
EFT49436	18/06/2025	DALYELLUP DINOSAURS FOOTBALL CLUB	MINOR COMMUNITY GRANT	771.00
EFT49437	18/06/2025	DALYELLUP NEWS & LOTTERIES	NEWSPAPER PURCHASES FOR DALYELLUP LIBRARY	79.50
EFT49438	18/06/2025	Dept of Fire and Emergency Services (DFES).	ESL QTR 4	170,243.27
EFT49439	18/06/2025	GEOGRAPHE CIVIL	WET HIRE WATER CART	660.00
EFT49440	18/06/2025	GEOGRAPHE COMMUNITY LANDCARE NURSERY INC	SHEOAK PARK PLANTS	1,106.25

EFT49441	18/06/2025	GOLDEN WEST PLUMBING AND DRAINAGE	VARIOUS PLUMBING WORKS INCLUDING NEW DRINK STATION AT PEPPERMINT GROVE BEACH FORESHORE AND DEPOT CHEMICAL EYEWASH STATION	29,904.60
EFT49442	18/06/2025	GREEN SHOOTS INVESTIGATIONS PTY LTD	INVESTIGATION SERVICES	13,736.26
EFT49443	18/06/2025	GROW COOK EAT WA	YOUTH WORKSHOPS	2,200.00
EFT49444	18/06/2025	AE HOSKINS BUILDING SERVICES	BUNBURY BAPTISTE COLLEGE CRICKET NET REPLACEMENT	80,440.05
EFT49445	18/06/2025	HOLIDAY INN WEST PERTH	ACCOMMODATION FOR TRAINING AND DEVELOPMENT	237.00
EFT49446	18/06/2025	HATCH PTY LTD	PREPARATION OF SCOPE OF WORKS - PHASE 2 - AGRIBUSINESS PRECINCT	4,668.40
EFT49447	18/06/2025	A INGRAM	BOOK STOCK PURCHASES	263.42
EFT49448	18/06/2025	NESUTO MOUNTS BAY WATERS PERTH APARTMENT HOTEL	ACCOMMODATION FOR TRAINING AND DEVELOPMENT	675.00
EFT49449	18/06/2025	MCDONALD FENCING	INSTALL STEEL GATE OFF HARDY TCE, PEPPERMINT GROVE BEACH	1,991.00
EFT49450	18/06/2025	MALATESTA ROAD PAVING AND HOTMIX	WELD ROAD SEALING	37,089.36
EFT49451	18/06/2025	McIntosh & Sons Pty Ltd	EXCAVATOR WORKS AND MAINTENANCE	1,444.71
EFT49452	18/06/2025	MERCHANT WAREHOUSE CAFE	CATERING FOR RETIREMENT EVENT	1,970.00
EFT49453	18/06/2025	THE NIGHTGUARD SECURITY SERVICES (WA) PTY LTD	PROVIDE ALARM RESPONSES FOR SECURITY AT ALL SHIRE BUILDINGS	9,680.69
EFT49454	18/06/2025	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY	1,593.26
EFT49455	18/06/2025	Outback Imaging Pty Ltd	RENEWAL FOR PHOTOCOPY EZYSCAN SOFTWARE	1,072.52
EFT49456	18/06/2025	PLAYROPE GROUP PTY LTD	REPLACEMENT AEROGLIDER SEAT GREEN AT FERNDALE PARK	10,136.50
EFT49457	18/06/2025	PRIME INDUSTRIAL PRODUCTS	CORDLESS DRILL FOR DEPOT	444.40
EFT49458	18/06/2025	AUSTRALIAN TAXATION OFFICE	PAYG PAYRUN 235	494.00
EFT49459	18/06/2025	ROBERT'S TILT-TRAY & HIAB SERVICE	RELOCATE ROLLER	495.00
EFT49460	18/06/2025	REPCO A DIVISION OF GPC ASIA PACIFIC PTY LTD	DEPOT TOOLS	485.56

EFT49461	18/06/2025	RINGCENTRAL AUSTRALIA PTY LTD	MONTHLY ACCOUNT FOR RINGCENTRAL PHONE LINE	2,418.90
EFT49462	18/06/2025	SYNERGY	ELECTRICITY	42,594.14
EFT49463	18/06/2025	SOLUTIONS IT	IT SUBSCRIPTION	1,695.94
EFT49464	18/06/2025	SYKES ENGINEERING PTY LTD T/A SOUTHWEST ELECTRICAL & COMMUNICATION	ELECTRICAL CONNECTIONS	152.85
EFT49465	18/06/2025	SHAPE MANAGEMENT	DMCYC SUPERINTENDENCY SERVICES OVER THE CONSTRUCTION AND DEFECTS & LIABILITY PERIOD	6,875.00
EFT49466	18/06/2025	SLMC PROPERTY AUSTRALIA PTY LTD K/ KNIGHT FRANK AUSTRALIA	MONTHLY LEASE FEE - DALYELLUP PUBLIC LIBRARY	9,081.44
EFT49467	18/06/2025	SOUTHERN PICTURE FRAMERS	PRESENTATION GIFT - FRAMING	217.90
EFT49468	18/06/2025	TRAFFIC FORCE	TRAFFIC CONTROL AND DESIGN FOR JAYMON ROAD SHOULDER MAINTENANCE	8,250.76
EFT49469	18/06/2025	TARVIA	CARRY OUT ANNUAL MAINTENANCE ON VARIOUS SHIRE STAIRCASES AND SHELTERS	32,398.66
EFT49470	18/06/2025	ILHA PTY LTD T/AS EUROPCAR WA	HIRE OF FORD RANGER D/CAB .24	2,326.50
EFT49471	18/06/2025	TOTALLY WORKWEAR BUNBURY	PPE AND STAFF UNIFORMS	1,809.35
EFT49472	18/06/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	32.87
EFT49473	18/06/2025	READYTECH	IT VISION / SYNERGYSOFT LICENSE	148,515.29
EFT49474	18/06/2025	VILLAGE CARPET CARE	CAPEL COMMUNITY CENTRE - PROVIDE SPOT CLEANING OF CHILDRENS AREA	150.00
EFT49475	18/06/2025	WESTRAC EQUIPMENT	MAINTENANCE ON EXCAVATOR	509.98
EFT49476	18/06/2025	WREN OIL	USED OIL COLLECTION	613.80
EFT49477	18/06/2025	WA LASER ENGRAVING	GOLD BADGES AND ENGRAVING	97.90
EFT49478	18/06/2025	WURTH AUSTRALIA PTY LTD	PPE	267.15
EFT49479	18/06/2025	CAROL LYNNE WAUN	RETURN OF BURIAL PLOT LAND FEE	600.00
EFT49480	18/06/2025	WOOLWORTHS LIMITED (WA)	YOUTH COLLECTIVE CATERING	175.46
EFT49481	19/06/2025	AMD AUDIT & ASSURANCE PTY LTD	AUDIT OF ACQUITTALS	935.00

EFT49482	19/06/2025	COATES CIVIL CONSULTING PTY LTD	CONCEPT DEVELOPMENT, DESIGN, DRAFTING AND DOCUMENTATION FOR HASTIES ROAD	6,050.00
EFT49483	19/06/2025	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1,249.97
EFT49484	19/06/2025	GOLDEN WEST PLUMBING AND DRAINAGE	PLUMBING WORKS FOR SHIRE BUILDING AND DEPOT	1,226.50
EFT49485	19/06/2025	LEANNE GILES	SPORTS PARTICIPATION PAYMENT	350.00
EFT49486	19/06/2025	KELLY KEATH	SPORTS PARTICIPATION	350.00
EFT49487	19/06/2025	INGHAMS ELECTRICAL	REPAIR CEILING LIGHT IN DALYELLUP LIBRARY	434.35
EFT49488	19/06/2025	TOM JAMES	WORK BOOTS	209.99
EFT49489	19/06/2025	MARCHESE ENTERPRISES PTY LTD T/A MJ GOODS	CLEANING PRODUCTS AND PPE	525.00
EFT49490	19/06/2025	OBAN GROUP	REPAIR AND REPLACE VANDALISED FIXTURES AT BUCHANAN ROAD	2,060.30
EFT49491	19/06/2025	ZANE PUSEY	REIMBURSE TRUCK LEARNERS PERMIT FEE	164.50
EFT49492	19/06/2025	TAHLIA SHIPLEY	RETIREMENT GIFT	101.59
EFT49493	19/06/2025	SMARTSALARY	GST AND DEDUCTIONS	949.39
EFT49494	19/06/2025	SOUTHWEST COMMERCIAL CLEANING	ADDITIONAL CLEANING FOR THE DALYELLUP SPORTS PAVILION	719.95
EFT49495	19/06/2025	UNITING GLOBAL	CLEANING OF BOYANUP FOOTBALL CLUB ROOMS AND DALYELLUP COMMUNITY CENTRE AND SPORTS PAVILION, CAPEL SPORTS PAVILION AND DEPTO OFFICE	5,218.66
EFT49496	19/06/2025	WOOLWORTHS LIMITED (WA)	YOUTH COLLECTIVE CATERING	34.18
EFT49497	20/06/2025	FINRENT PTY LTD	PRINTER LEASES	1,812.77
EFT49498	23/06/2025	AMPOL	FUEL CARD MONTHLY COSTS	7,579.27
EFT49499	25/06/2025	AUSTRALIA POST	POSTAGE	2,516.40
EFT49500	25/06/2025	AMPAC DEBT RECOVERY	DEBT RECOVERY FEES	451.00
EFT49501	25/06/2025	AMITY SIGNS	VARIOUS SIGNS	2,626.58
EFT49502	25/06/2025	ARBOR GUY PTY LTD	VARIOUS TREE REMOVAL AND PRUNING INCLUDING CHIPPER HIRE AND TRAFFIC MANAGEMENT FOR WENTWORTH PARK	22,839.30

EFT49503	25/06/2025	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	56.00
EFT49504	25/06/2025	BUNBURY MOWER SERVICE	PLANT MAINTENANCE, REPAIRS AND CONSUMABLES	346.00
EFT49505	25/06/2025	B & B STREET SWEEPING	STREET SWEEPING DRAIN CLEANING	49,220.31
EFT49506	25/06/2025	BUSSELTON REFRIGERATION & AIR CONDITIONING	DEGAS REFRIGERATION UNITS AT WTS	1,166.55
EFT49507	25/06/2025	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	401.64
EFT49508	25/06/2025	HEATLEYS SAFETY & INDUSTRIAL	PPE AND WORKSHOP CONSUMABLES	717.04
EFT49509	25/06/2025	BCE SURVEYING PTY LTD	DETAILED SURVEY OF FERNDALE OVAL DALYELLUP	3,740.00
EFT49510	25/06/2025	BUNBURY GEOGRAPHE CHAMBER OF COMMERCE AND INDUSTRY	SPONSORSHIP OF BUNBURY GEOGRAPHE CHAMBER OF COMMERCE BUSINESS EXCELLENCE AWARDS 2025	1,540.00
EFT49511	25/06/2025	BUNBURY BATTERIES AND RADIATORS	VOLT JUMP START PACK HULK FOR WORKSHOP AND MOWER BATTERY	2,046.00
EFT49512	25/06/2025	BUNBURY CITY GLASS	DALYELLUP COMMUNITY CENTRE - REPLACE CRACKED WINDOW	365.60
EFT49513	25/06/2025	BIDI FACILITY SERVICES PTY LTD	IRONSTONE GULLY FALLS TOILET WORKS	38,044.22
EFT49514	25/06/2025	BLUEGUARD INTEGRITY WHS SERVICES	REVIEW OF AOD POLICY AND PROCEDURE	385.00
EFT49515	25/06/2025	CLEANAWAY	MONTHLY WASTE DISPOSAL SERVICES	189,575.05
EFT49516	25/06/2025	CB TRAFFIC SOLUTIONS	TRAFFIC CONTROL FOR FOOTPATH REPAIRS LAWSON ROAD	1,775.13
EFT49517	25/06/2025	CPR OUTDOOR CENTRE	REFUND	61.65
EFT49518	25/06/2025	COUNTRY WATER SOLUTIONS	RETIC PARTS AND WORKS	3,888.64
EFT49519	25/06/2025	CAPEL TRANSPORT	FREIGHT	193.53
EFT49520	25/06/2025	CARBONE BROS PTY LTD	GRAVEL FOR JAYMON ROAD MAINTENANCE	12,650.96
EFT49521	25/06/2025	CR ASHLEY DILLON	JUNE REMUNERATION	4,531.02
EFT49522	25/06/2025	ELDERS RURAL SERVICES AUSTRALIA LIMITED	WORKSHOP CONSUMABLES	1,489.40
EFT49523	25/06/2025	EARTH 2 OCEAN COMMUNICATIONS	INVESTIGATION INTO INSTALLATION OF 2 WAY RADIO AT DEPOT	323.40

EFT49524	25/06/2025	BLUE TANG (WA) PTY LTD	IRONSTONE GULLY FALLS MANAGEMENT PLAN	1,701.70
EFT49525	25/06/2025	ERGOLINK	OFFICE CHAIRS	2,535.92
EFT49526	25/06/2025	EDGE LANDWORKS	INSTALL 2M WIDE FIRE ACCESS TRACKS	10,000.00
EFT49527	25/06/2025	EMERGE OFFICE PTY LTD	IT HARDWARE	13,433.22
EFT49528	25/06/2025	FVS FIRE PTY LTD	CAPEL LIBRARY AND BOYANUP COMMUNITY CENTRE FIRE PANEL MONTHLY INSPECTION AND SERVICE	247.50
EFT49529	25/06/2025	FIT 2 WORK.COM.AU	EMPLOYEE POLICE CHECKS	123.20
EFT49530	25/06/2025	CR JOHN FERGUSSON	JUNE REMUNERATION	4,531.02
EFT49531	25/06/2025	FLARE HR PTY LTD	VEHICLE LEASES	1,325.91
EFT49532	25/06/2025	GEOGRAPHE CIVIL	FOOTPATH WORKS AT LAWSON RD	3,575.00
EFT49533	25/06/2025	GRANTS EMPIRE	GRANT CONSULTANT FEE TO WRITE CSRFF SMALL GRANT APPLICATION	858.00
EFT49534	25/06/2025	GOLDEN WEST PLUMBING AND DRAINAGE	CHANGING OVER OF THE WATER TANK TO THE MAIN OFFICE AT CAPEL COMMUNITY CENTRE	253.00
EFT49535	25/06/2025	GRAVITY ADVENTURE CENTRE	YOUTH GIFT VOUCHERS	300.00
EFT49536	25/06/2025	AE HOSKINS BUILDING SERVICES	WORKS ON STAGE 2 DOG POUND UPGRADE - INSTALLATION OF CAT ROOM, BENCH REPAIRS AT MIDDLE LAKE PARK AND ANNUAL RE-OILING OF PARK BENCHES	23,704.81
EFT49537	25/06/2025	INGHAMS ELECTRICAL	REPAIR OUTSIDE LIGHTS AT DALYELLUP EAST PAVILION AND DALYELLUP SPORTS PAVILION	1,223.75
EFT49538	25/06/2025	CR DOUG KITCHEN	JUNE REMUNERATION	12,029.58
EFT49539	25/06/2025	KB CONCRETE	DEPOT TRANSPORTABLE OFFICE CONCRETE WORKS	10,340.00
EFT49540	25/06/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	TRAINING AND DEVELOPMENT	392.00
EFT49541	25/06/2025	LANDGATE	LAND VALUATIONS	473.54
EFT49542	25/06/2025	LOCAL GOVERNMENT RACING AND CEMETERIES EMPLOYEES' UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	22.00

EFT49543	25/06/2025	MAINSPRAY	IRONSTONE GULLY WALK TRAIL MAINTENANCE	1,548.80
EFT49544	25/06/2025	CR ROSINA MAY MOGG	JUNE REMUNERATION	4,531.02
EFT49545	25/06/2025	CR P McCLEERY	JUNE REMUNERATION	4,531.02
EFT49546	25/06/2025	MCDONALD FENCING	ERLE SCOTT RESERVE - NEW BARRIER BOLLARDS AND CHAIN GATE	9,955.00
EFT49547	25/06/2025	MCLEODS LAWYERS PTY LTD	LEGAL ADVICE	2,245.54
EFT49548	25/06/2025	MINTERELLISON	ERP PROJECT - LEGAL ADVICE CONTRACT DEVELOPMENT	16,325.43
EFT49549	25/06/2025	JAMIE MUIR	CONSUMABLES FOR BIKE RACK IN BOYANUP	61.02
EFT49550	25/06/2025	MERCURE CANBERRA	ACCOMMODATION FOR STAFF TRAINING	2,808.00
EFT49551	25/06/2025	CR KIERAN JAMES NOONAN	JUNE REMUNERATION	4,531.02
EFT49552	25/06/2025	NSCO CONSULTING	SAFETY LEADERSHIP TRAINING	2,299.26
EFT49553	25/06/2025	NATURALISTE TREE CARE PTY LTD	TREE PRUNING AND REMOVAL INCLUDING TRUCK AND TIPPER HIRE	3,740.00
EFT49554	25/06/2025	OPTUS BILLING SERVICES PTY LTD	MONTHLY MOBILE EXPENSES	136.20
EFT49555	25/06/2025	OMNICOM MEDIA GROUP PTY LTD	ADVERTISING	1,671.92
EFT49556	25/06/2025	PICTON TRAILER HIRE	HIRE OF TEMP FENCING AT BOYANUP SKATEPARK	1,200.00
EFT49557	25/06/2025	PRIME INDUSTRIAL PRODUCTS	WORKS TOOLS AND CONSUMABLES	1,387.50
EFT49558	25/06/2025	HARCHER PRESTIGE BUSSELTON	CLEANING AND TOILETRY PRODUCTS	1,447.10
EFT49559	25/06/2025	AUSTRALIAN TAXATION OFFICE	PAYG PAYRUN 236	88,618.00
EFT49560	25/06/2025	SR RICHARDS	RATES REFUND	300.45
EFT49561	25/06/2025	SPENCER SIGNS	GONDWANA LINK METAL SIGN AND SHIRE DEPOT SIGN	1,207.80
EFT49562	25/06/2025	WICKED STRATEGIES	EVERY CLUB STRATEGIC PLANNING WORKSHOP	5,500.00
EFT49563	25/06/2025	SYNERGY	ELECTRICITY	1,000.07
EFT49564	25/06/2025	SDH PAINTING & DECORATING	REPAINTING OF BOYANUP HUGH KILPATRICK HALL	9,146.50
EFT49565	25/06/2025	SPRAYMOW SERVICES	BROADLEAF SPRAY MULTIPLE PARKS	5,000.00

EFT49566	25/06/2025	STRATAGREEN	PARK MAINTENANCE	170.53
EFT49567	25/06/2025	CR SEBASTIAN SCHIANO	JUNE REMUNERATION	5,768.27
EFT49568	25/06/2025	THERESA ANNE SHARP	JUNE REMUNERATION	4,531.02
EFT49569	25/06/2025	SIMPLE BEN STORIES	WEBSITE WORKS/VIDEOS	528.00
EFT49570	25/06/2025	TARVIA	BEACH ACCESS STAIRCASE (NORTHERN) NORTON PROMENADE DALYELLUP - REMEDIATION WORKS	20,136.60
EFT49571	25/06/2025	ILHA PTY LTD T/AS EUROPCAR WA	HIRE OF 3 VEHICLES	5,235.12
EFT49572	25/06/2025	TOTALLY WORKWEAR BUNBURY	PPE	866.75
EFT49573	25/06/2025	CR CHRISTINE TERRANTROY	JUNE REMUNERATION	4,958.84
EFT49574	25/06/2025	THOMPSON SURVEYING CONSULTANTS	WELD ROAD AND LAKES ROAD WORKS	3,576.32
EFT49575	25/06/2025	3D HR LEGAL	WORKPLACE INVESTIGATION SERVICES	7,986.00
EFT49576	25/06/2025	NUTRIEN WATER	DE-WATERING PUMP FOR WENTWORTH PARK AND RETIC PARTS	30,161.96
EFT49577	25/06/2025	TUTT BRYANT HIRE	SMOOTH DRUM ROLLER HIRE	7,517.82
EFT49578	25/06/2025	T-QUIP	MOWER PARTS FOR REPAIR	214.00
EFT49579	25/06/2025	TYREPOWER CAPEL	FLEET SERVICE AND TYRES	3,563.00
EFT49580	25/06/2025	TRANEN REVEGETATION SOUTHWEST	WELD ROAD OFFSET PLANTING PROJECT	7,566.17
EFT49581	25/06/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	32.87
EFT49582	25/06/2025	UNDALUP ASSOCIATION INC	IRONSTONE GULLY FALLS LAUNCH - WELCOME TO COUNTRY CULTURAL WALK	4,501.90
EFT49583	25/06/2025	WOOLWORTHS LIMITED (WA)	YOUTH AND CITIZENSHIP CATERING	71.86
EFT49584	25/06/2025	PRECISION ADMINISTRATION SERVICES PTY LTD	SUPERANNUATION PAYMENTS JUNE 2025	56,992.59
EFT49585	30/06/2025	DE LAGE LANDEN PTY LIMITED	LEASE OF MOWER	2,515.08
EFT49586	30/06/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN 75 REPAYMENT	33,012.87
50929	11/06/2025	SHIRE OF CAPEL	BSL MAY 2025 SHIRE COMMISSION	315.00

50930	11/06/2025	WATER CORPORATION	WATER USAGE	38.21
50931	18/06/2025	SHIRE OF CAPEL	RESIGNATION GIFT	150.00
50932	18/06/2025	WATER CORPORATION	WATER USAGE	3,698.71
50933	25/06/2025	WATER CORPORATION	WATER USAGE	1,795.59
				3,237,307.71

01.06.2025	SHIRE OF CAPEL PAYROLL PAYMENTS	$315,945.52
05.06.2025	SHIRE OF CAPEL PAYROLL PAYMENTS	$431.95
14.06.2025	SHIRE OF CAPEL PAYROLL PAYMENTS	$317,156.90
16.06.2025	SHIRE OF CAPEL PAYROLL PAYMENTS	$2,152.07
28.06.2025	SHIRE PAYROLL PAYMENTS	$308,720.14
		$944,406.58

05.06.2025	NAB TERM DEPOSIT REDEMPTION	-$2,280,580.19
05.06.2025	NAB TERM DEPOSIT REDEMPTION	-$4,661,091.59
05.06.2025	NAB TERM DEPOSIT	$3,176,075.93
05.06.2025	NAB TERM DEPOSIT REDEMPTION	-$2,078,588.49
05.06.2025	NAB TERM DEPOSIT	$2,078,588.49
		$-3,765,595.85

Summary

CERTIFICATE OF THE ACTING CHIEF EXECUTIVE OFFICER
Gary Clark

This schedule of accounts to be passed 30 July 2025 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.

OC/2025/137 - Officer's Recommendation / Council Decision - 15.8

Moved Cr Mogg, Seconded Cr Dillon.

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 2025 be received by the Council and recorded in the minutes of the Council, the summary of which follows:

1 The Schedule of Accounts covering EFT49279 to EFT49586, CHQ50929 to CHQ50933 equated to $3,237,307.71 during the month of June 2025.

2 Payroll payments for the month of June 2025, equated to $944,406.58.

3 Transfers to and from investments as listed.

Carried 9 / 0

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

Against - Nil

15.9. Adoption of Annual Budget and Differential Rates for 2025/26

Author	Director Community and Corporate Services, Samantha Chamberlain
Authorising Officer	Acting Chief Executive Officer, Gary Clark
Nature of the Decision	Executive/Strategic Legislative
Attachments	1. Rate Submissions Received 2025-26 [**15.9.1** - 9 pages] 2. 2025-26 Annual Budget [**15.9.2** - 27 pages] 3. 2025-26 Detailed accounts [**15.9.3** - 13 pages] 4. 2025-26 Bridges [**15.9.4** - 1 page] 5. 2025-26 Carparks [**15.9.5** - 1 page] 6. 2025-26 Drainage [**15.9.6** - 1 page] 7. 2025-26 Furniture and equipment [**15.9.7** - 1 page] 8. 2025-26 Land and buildings [**15.9.8** - 1 page] 9. 2025-26 Parks ovals other [**15.9.9** - 1 page] 10. 2025-26 Paths [**15.9.10** - 1 page] 11. 2025-26 Plant and equipment [**15.9.11** - 1 page] 12. 2025-26 Roads [**15.9.12** - 1 page] 13. 2025-26 Fees and Charges [**15.9.13** - 13 pages] 14. 2025-26 Rating Strategy [**15.9.14** - 11 pages] 15. Workforce Plan 2025-2029 [**15.9.15** - 43 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 2025/26 Draft Annual Budget and Rating Strategy, with no modifications proposed.

The 2025/26 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 2025/26 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 2026.
2. In accordance with Section 6.2 of the *Local Government Act 1995*, adopts the Annual Budget for the year ending 30 June 2026.
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 2025/26, 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 2025/26, 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 rate 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 2025/26 Rating Strategy - 'Objects and Reasons' document for the 2025/26 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, presenting numerous capital work programs and other operating funding requests which substantiates the requirements of an annual rate increase.

During this process, various rate increase models were presented to the Council as a basis for discussion, seeing rate in the dollar adjustments across all 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) is 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.

The following table (Table 1) details the Council endorsed 2025/26 draft rate structure, which was advertised through the 'Notice of Intention to Levy Differential Rates' with the submission deadline concluding on Tuesday 8 July 2025.

Table 1.

Zone	Rate Category	Basis	2025/26 Rate in the dollar	Minimum Rate
1	Residential	GRV	0.084975	$1,540.00
2	Residential Vacant	GRV	0.084975	$1,540.00
3	Urban Development	GRV	0.084975	$1,540.00
4	Urban Development Vacant	GRV	0.084975	$1,540.00
5	Town Centre	GRV	0.096902	$1,540.00
6	Town Centre/Special Use/Light Industry Vacant	GRV	0.096902	$1,540.00
7	Light Industry	GRV	0.096902	$1,540.00
8	Commercial Use Urban Development	GRV	0.096902	$1,540.00
9	Special Use	GRV	0.096902	$1,540.00
10	Rural & land Use (Rural Commercial)	UV	0.005320	$1,540.00
11	Rural & land Use (Rural)	UV	0.005320	$1,540.00
12	Special Rural	GRV	0.082400	$1,540.00

Specified Area Rating – Rate Base = GRV / Rate in the $ = 0.008000

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

Through the advertising period, the Shire received a total of 2 submissions.

A 'Schedule of Submissions' is attached (Attachment 15.9.1) publishing each submission verbatim, with an Officer's response.

Previous Decisions of Council

OC/2024/78 - Shire of Capel Workforce Plan 2024 – 2028.
OC/2024/77 - Organisational Best Practice Service Review.
OC/2024/72 - Endorsement of Waste Strategy 2024 – 2034.
OC/2025/55 - Community Budget Requests 2025/26.
OC/2025/70 - Program of Works - Facilities and Sustainability 2025/26.
OC/2025/54 - Program of Works - Public Open Spaces 2025/26.
OC/2025/94 - Program of Works - Roads 2025/26.
OC/2025/94 - Program of Works - Paths and Trails 2025/26.
OC/2025/94 - Program of Works - Drainage 2025/26.
OC/2025/94 - Program of Works - Car Parks 2025/26.
OC/2025/94 - Program of Works - Bridges 2025/26.
OC/2025/98 - Program of Works - Fleet / Plant Replacement Program 2025 – 2035.

Decision Framework

Shire of Capel Strategic Community Plan 2023 – 2033

Direction 2 - Manage and protect our environment -
2.1 Improved management of our natural environment assets and attractions.
2.3 A Shire committed to sustainable practices.
2.5 Improved connection and access to natural assets of the forest and coastal environment.

2.6 Increased opportunities for better waste management and reduction.

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

Direction 4 - Deliver good leadership, governance, and decision-making -
4.1 Effective and compliant governance.
4.2 Informed and transparent decision making.
4.4 Increased attraction and retention of high-quality staff to deliver optimal services to the community.
4.5 Improved customer engagement.

Direction 5 -Provide and maintain suitable infrastructure and facilities -
5.1 Appropriate community facilities that meet the communities' needs.
5.3 Better and safer roads.

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 2024 – 2028

FIN 1 - Statutory reporting of income and expenditures to the Council and regulatory authorities.
FIN 2 - Manage and investigate financial investment models to maximise benefit to the Council.
FIN 6 - Local Government (Financial Management) Regulations 5(2)(c) - review.
FIN 7 - Local Government (Audit) Regulations 1996 – risk review.
FIN 11 - Issue and receipt of Rates. WATC (Western Australian Treasury Corporation) and SAR modelling consistent with an adopted Rating Policy (see action point below).
FIN 12 - Develop a Rating Policy consistent with the principles of rating and aligned to the Shire's rate strategy.
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 –

(a) the expenditure by the local government; and
(b) the revenue and income, independent of general rates, of the local government; and
(c) 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 for early payment etc., information about required

(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 -
  (i) the amount of the discount, or the percentage discount, to be allowed; and
  (ii) the circumstances in which the discount will be granted; and
(c) in relation to a waiver or concession -
  (i) a brief description of the waiver or concession;
  (ii) a statement of the circumstances in which it will be granted;
  (iii) details of the persons or class of persons to whom it is available; and
  (iv) 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.
(4) 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 –
   (a) 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

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

   (c) 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 –
   (a) 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
   (b) a purpose for which the land is held or used as determined by the local government; or
   (c) whether or not the land is vacant land; or
   (d) 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.

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 –
- (a) is declared to be a district by an order made under section 2.1(1)(a) on or after commencement day; or
- (b) has its boundaries changed by an order made under section 2.1(1)(b) on or after commencement day.

(2) 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 –
- (a) whether or not the land is situated in a townsite as defined in the Land Administration Act 1997 section 3(1);
- (b) 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 –
- (a) be more than 110% of the amount of the budget deficiency; or
- (b) 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 –
- (a) 50% of the total number of separately rated properties in the district; or
- (b) 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-
- (a) the number of separately rated properties in the district; or
- (b) 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 –

(a) to land rated on gross rental value; and
(b) to land rated on unimproved value; and
(c) 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 2025/26 Annual Budget in previous Council meetings.

Key budget Items presented to the Council for 2025/26 include:

July 2025 OCM - Shire of Capel Workforce Plan 2025 – 2029.
OC/2024/77 - Organisational Best Practice Service Review.
OC/2024/72 - Endorsement of Waste Strategy 2024 – 2034.
OC/2025/55 - Community Budget Requests 2025/26.
OC/2025/70 - Program of Works - Facilities and Sustainability 2025/26.
OC/2025/54 - Program of Works - Public Open Spaces 2025/26.
OC/2025/94 - Program of Works - Roads 2025/26.
OC/2025/94 - Program of Works - Paths and Trails 2025/26.
OC/2025/94 - Program of Works - Drainage 2025/26.
OC/2025/94 - Program of Works - Car Parks 2025/26.
OC/2025/94 - Program of Works - Bridges 2025/26.
OC/2025/98 - Program of Works - Fleet / Plant Replacement Program 2025 – 2035.

Through a series of budget planning workshops, the Council has endorsed the draft 2025/26 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 and determines the financial parameters for the Shire to operate within for the 2025/26 financial year.

Accounting for all projected transactions, the presented budget for the 2025/26 financial year presents a balanced budget position.

All revenue to be received during the year including the 2024/25 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 2025/26 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% guided by the Local Government Cost Index (LGCI).

The Council adopted the 2025/26 Fees and Charges Schedule at the Special Council Meeting on 11 June 2025. Further information is detailed in the Officer's Comment section in this report and relates to further amendments made to the Schedule following endorsement through the Draft Annual Budget.

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 2025/26 Annual Budget, a total of $19,708,379.64 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 2025/26 Annual Budget 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:

Income	To be levied	Interims	Total
General Rates	$17,442,390.64	$115,500.00	$17,557,890.64
Minimum Rates	$1,327,480.00	$38,500.00	$1,365,980.00
Specified Area Rates	$775,056.00	$9,453.00	$784,509.00
	$19,544,929.64	**$163,453.00**	**$19,708,379.64**

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%.

<u>Long Term</u>

The adopted 2025/26 Annual Budget will form the base year calculation for the annual review of the Long-Term Financial Plan (LTFP). In projecting the future financial position of the organisation, 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 2025 – 2035 LTFP is due to be presented to the Council at the August 2025 OCM.

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 2025/26 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.

The Shire's 2025 –2029 Corporate Business Plan is due to be presented to the Council at the August 2025 OCM.

In November 2024, a full review of the Shire's Strategic Community Plan commenced seeing 10 workshops held with the community, Councillors and staff.

Overall, from the feedback received in the workshops, there have been several changes made to the strategies and actions detailed in the plan, seeing the original 6 strategic directions being – **People, Planet, Prosperity, Performance, Places and Relationships** remain unchanged as they are still very relevant and fit with the Shire's future aspirations and desire for improved service delivery to our community.

The Shire's 2025 – 2035 Strategic Community Plan is due to be presented to the Council at the August 2025 OCM.

Sustainability Implications

The 2025/26 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 8292 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.

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 to ensure the Shire has support mechanisms in place to offer financial assistance to those rate payers who are experiencing difficulty in meeting their rate payments. This process 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 2025, there has been several consultation processes 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 2025/26 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.

February 2025	2024/25 Mid-Year Budget Review Workshop
March – May 2025	Series of 2025/26 Capital Works Workshops
May 2025	Rating Workshops (two workshops)
May 2025	Strategic Community Plan & Community Perception Survey Feedback
May 2025	Review of Draft Corporate Business Plan 2025 -2029
June 2025	2025/26 Rating Strategy and Draft Annual Budget Workshop
June 2025	Special Council Meeting: 2025/26 Draft Annual Budget and Rating Strategy
June 2025	Community Workshops – 2025/26 Draft Annual Budget & Rating Strategy • Workshop 1 – Gelorup Community Centre • Workshop 2 – Hugh Kilpatrick Hall - Boyanup
July 2025	Final Annual Budget and Rating Strategy Workshop

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 around budget priorities for the year ahead.

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 2025/26 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 the 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 2025/26 Annual Budget Report includes the following information in its published 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:

- 2025/26 Rating Strategy – Including Objects and Reasons.
- 2025/26 Detailed Financial Data by Account Code with Activity Descriptions.
- 2025/26 Capital Works Programs.
- 2025/26 Schedule of Fees and Charges.

The full 2025/26 Annual Budget Report will be submitted to the Department of Creative Industries, Tourism and Sport by 30 September 2025. A copy of this report will also be published on the Shire's website.

<u>2025/26 Annual Budget Overview</u>

The budget position for 2025/26 assumes a 2024/25 carry forward of $2,127,408. This amount is a culmination of minor underspends on capital and operating expenses. Further discussion of the carry forward amount will be included in the 2024/25 annual financial report.

<u>Rates, Discounts, Penalties, and Instalments</u>

The rate in the dollar and minimum rates included in the Annual Budget document are the same as those endorsed by the Council at the Special Council Meeting on 11 June 2025. The advertised 'Notice of Intention to Levy Differential Rates detailed the proposed increase as follows:

Table 4.

Zone	Rate Category	Basis	2025/26 Rate in the dollar	Minimum Rate
1	Residential	GRV	0.084975	$1,540.00
2	Residential Vacant	GRV	0.084975	$1,540.00
3	Urban Development	GRV	0.084975	$1,540.00
4	Urban Development Vacant	GRV	0.084975	$1,540.00
5	Town Centre	GRV	0.096902	$1,540.00
6	Town Centre/Special Use/Light Industry Vacant	GRV	0.096902	$1,540.00
7	Light Industry	GRV	0.096902	$1,540.00
8	Commercial Use Urban Development	GRV	0.096902	$1,540.00
9	Special Use	GRV	0.096902	$1,540.00
10	Rural & land Use (Rural Commercial)	UV	0.005320	$1,540.00
11	Rural & land Use (Rural)	UV	0.005320	$1,540.00
12	Special Rural	GRV	0.082400	$1,540.00

Specified Area Rating – Rate Base = GRV / Rate in the $ = 0.008000

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

For the 2025/26 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	12/09/2025	0.00	0.00%	7.00%
First instalment				
Second instalment				
Option two				
First instalment	12/09/2025	0.00	3.00%	7.00%
Second instalment	12/11/2025	$11.00	3.00%	7.00%
Third instalment	12/01/2026	$11.00	3.00%	7.00%
Fourth instalment	12/03/2026	$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 2025/26. 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 cash flow places the organisation at financial risk where the Shire will incur financial penalties where creditors remain unpaid.

The inability not to impose an interest charge on unpaid, outstanding debt provides no incentive for debtors to pay monies owed by the due date. This in turn creates financial risk and places the Shire in a weak cash flow position.

The Council adopted a Financial Hardship Policy ensuring the Shire had 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 2025/26.

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 (SAR) levied for a specific purpose on Dalyellup properties within the Shire.

For 2025/26 it is proposed that the rate in the dollar will increase from 0.007100 to 0.008000, seeing the average SAR fee increase from $170.00 to $189.00 (10.59%) per household.

This specified area rate is levied on properties within the Dalyellup Beach Estate to maintain the many parks, gardens, natural reserves, structures (including beach access) and toilets.

The purpose of the rate is to recover 50% of the cost of maintaining public areas / facilities from the main beneficiaries being the property owners in the estate, with the remaining costs funded from general rates levied across the Shire.

The increase to the 2025/26 rate is necessary to fund the attributable costs included in the Annual Budget.

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 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.

<u>Fees and Charges – additional changes since the endorsement of the 2025/26 Draft Annual Budget</u>

During the Special Council Meeting on 11 June 2025, the Council endorsed a 3% increase in the draft fees and charges for the 2025/26 financial year. The projected increase in fees and charges revenue has been factored into the Annual Budget planning for 2025/26 and is evident in the schedule of attachments.

In addition to the fees and charges endorsed in June, the fees for the contracted Waste Services for 2025/26 are presented in Table 6 below, which includes a cost escalation built into the waste contract agreement.

The total income derived from the levying of the waste fees below will be sufficient to cover the full costs charged to the Shire through the agreed waste contract with Cleanaway.

<u>Table 6.</u>

Sanitation requirements:	**3 Bin**	**2 Bin**	**3 Bin**	**2 Bin**
	2024/25 $	**2024 /25 $**	**2025/26 $**	**2025/26 $**
Refuse Collection	$344.00	$258.00	$344.00	$273.00
Annual Waste Service Fee	$104.00	$104.00	$104.00	$104.00
Green/Hard waste fee	$59.00		$59.00	
Hard Waste fee		$24.00		$25.00
TOTAL	**$507.00**	**$386.00**	**$507.00**	**$402.00**

For ratepayers provided with the three-bin service (primarily in residential areas), the total Refuse Collection Charge will remain the same as the 2024/25 waste fees.

The fees for this service remain the same due to the continued FOGO processing issues with no immediate regional solution identified.

The 3 bin charge at $344.00 has absorbed the 2025/26 contractual rise and fall contract costs whilst accounting for the reduction in landfill charges given that FOGO and general waste will be combined and disposed of until further notice.

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 $16.00 per annum.

Officers are working with the Council and other local governments on a long-term FOGO waste processing strategy given the residents keenness to retain this service following the results from the recent community waste survey.

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

A further change has seen an increase to the regulated Development Assessment Panel (DAP) fees for 2025/26.

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.

For 2025/26, a total of $8,212,337.00 is anticipated to be utilised from reserves with $2,964,100.00 being transferred into reserves resulting in a net transfer out of reserves of $5,248,237.00. Should the reserve transfers proceed as budgeted, the expected balance of reserves as of 30 June 2026 will be $11,364,724.00.

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	$807,889.00	$1,188,239.00	($380,350.00)
Employee Costs (former Leave Reserve)	$41,900.00	$532,197.00	($490,297.00)
Waste Management Reserve	$31,606.00	$873,390.00	($841,784.00)
Plant Replacement Reserve	$530,451.00	$1,292,000.00	($761,549.00)
Infrastructure Asset Reserve	$62,520.00	$1,185,917.00	($1,123,397.00)
Building Reserve	$21,289.00	$178,841.00	($157,552.00)
Furniture and Equipment Reserve	$11,970.00	$97,500.00	($85,530.00)
Carried Over Projects Reserve	-	$1,814,253.00	($1,814,253.00)
Waste Infrastructure Reserve	$782,723.00	-	$782,723.00
Contaminated Sites Reserve	$110,109.00	$100,000.00	$10,109.00

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 SAR rate in the dollar projected to be levied for 2025/26 has increased from 0.00710 to 0.008000 with the Annual Budget forecasting an increase in related operating expenses, seeing $1,188,239.00 transferred from this reserve.

Employee Cost Reserve (former Leave Reserve)

Formally named as the Leave Reserve, this reserve has been renamed to avoid any further misunderstanding of its purpose. The Shire's employee leave liability expense is costed to the Annual Budget and does not link to this reserve.

The purpose of the Employee Cost Reserve is to manage employee cost variations to the budget.
The budgeted transfer from this reserve is $532,197.00 with these funds contributing to the increase in direct salary costs included in the Annual Budget for 2025/26 and linked to the commentary in the attached 2025 –2029 Workforce Plan and proposed new staff positions for 2025/26.

Waste Management Reserve

The budgeted transfer from this reserve is $873,390.00 and supports in funding the Shire's annual waste operating costs.

Waste Infrastructure Reserve

The Waste Infrastructure Reserve was created in 2024/25 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 funds to be transferred to this reserve in 2025/26 is $782,723.00.

Plant Reserve

The budgeted transfer from this reserve is $1,292,000.00 with these funds contributing to the 2025/26 Plant Replacement Program which was endorsed by the Council in May 2025.

Infrastructure Asset Reserve

The budgeted transfer of $1,185,917.00 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 $178,841.00 from this reserve contributes to funding the Facilities Program of Works for 2025/26 which was endorsed by the Council in April 2025.

Carried Over Projects Reserve

The budgeted transfer of $1,814,253.00 from this reserve ringfences the municipal funding attributed to the operating / capital projects which have been carried forward from 2024/25 to 2025/26 for completion.

The main project included in the transfer amount is to fund the continued works in the Enterprise Resourcing Planning project.

Furniture and Equipment Reserve

The budgeted transfer of $97,500.00 from this reserve contributes to funding the Shire's main PC replacement program and other equipment.

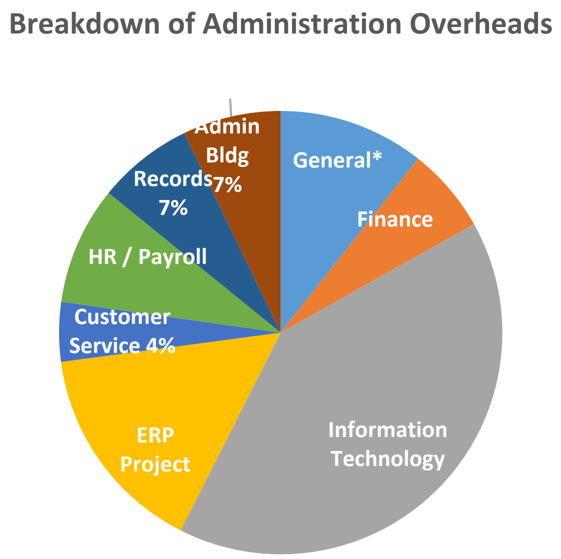
Calculation of Administration Allocation

The Shire's administration overhead allocation was reviewed for the 2025/26 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 2025/26 budget includes $7,686,050 of administration overheads ($6,946,253 in 2024/25).

The following cost centres make up the Shire's total administration overhead in the 2025/26 budget:

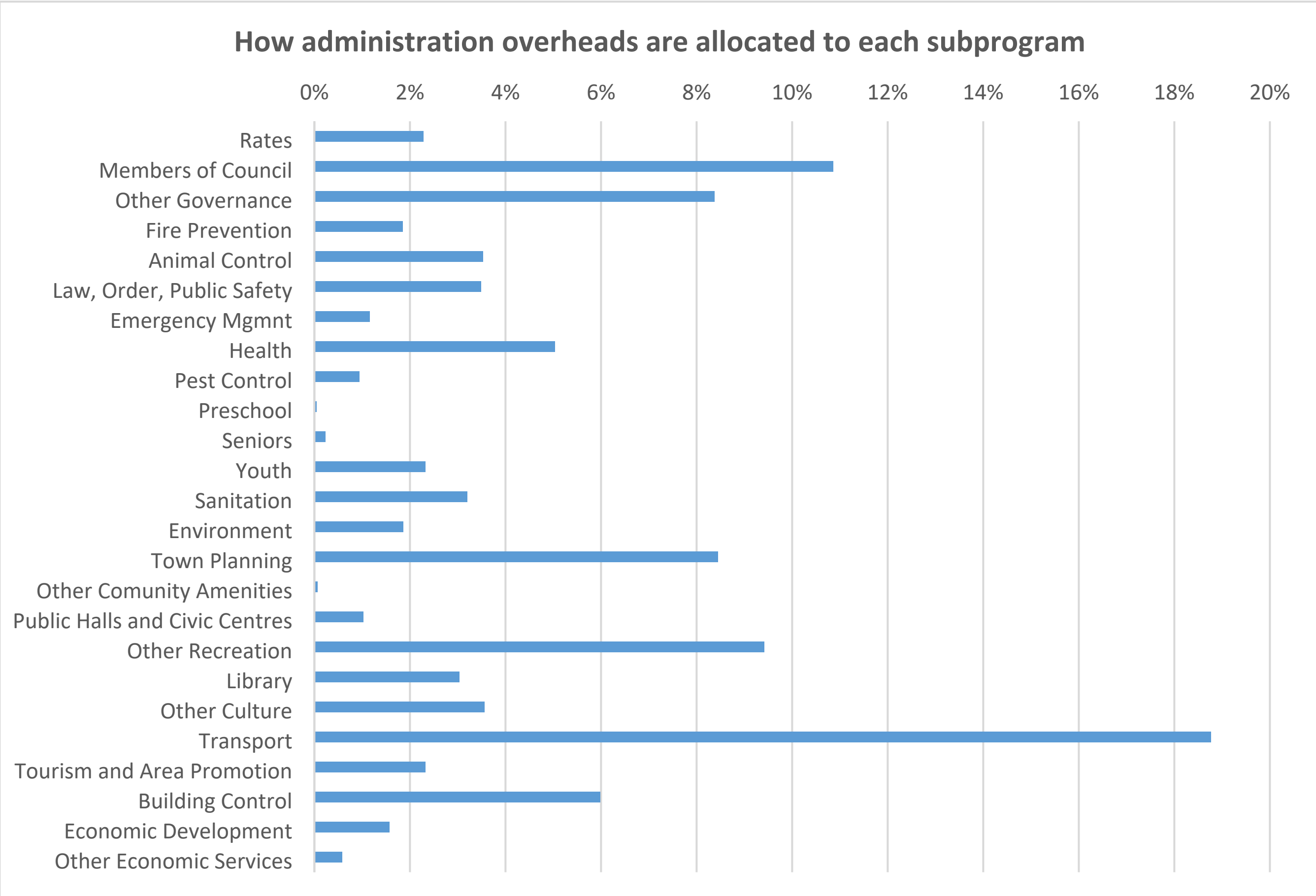
Graph 1.



*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:

Graph 2.



Like 2024/25, the highest overhead allocations relate to Transport, Members of Council, Governance, Recreation and Town Planning.

Summary

The 2025/26 Annual Budget and Rating Strategy was developed, in part, to effectively resource the projects and programs listed below endorsed by Council during 2023/24 and 2024/25:

1. OC/2024/98 - Dalyellup Multipurpose Community & Youth Centre – Operation and Management Plan and Approval to Commence to Tender Process.
2. OC/2024/121 - Enterprise Resource Planning (ERP) Solution - Request for Tender Approval.
3. OC/2024/117 - Event Sponsorship Funding – Event Service Agreement.
4. OC/2024/77 - Organisational Best Practice Service Review.
5. OC/2024/72 - Endorsement of Waste Strategy 2024 – 2034.
6. OC/2025/55 - Community Budget Requests 2025/26.
7. OC/2025/70 - Program of Works - Facilities and Sustainability 2025/26.
8. OC/2025/54 - Program of Works - Public Open Spaces 2025/26.

9. OC/2025/94 - Program of Works - Roads 2025/26.
10. OC/2025/94 - Program of Works - Paths and Trails 2025/26.
11. OC/2025/94 - Program of Works - Drainage 2025/26.
12. OC/2025/94 - Program of Works - Car Parks 2025/26.
13. OC/2025/94 - Program of Works - Bridges 2025/26.
14. OC/2025/98 - Program of Works - Fleet / Plant Replacement Program 2025 – 2035.
15. July 2025 – 2025 – 2029 Workforce Plan.
16. August 2025 - 2025 –2029 Corporate Business Plan (to be endorsed by Council).

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.

Overall, the 2025/26 Annual Budget and Rating Strategy balances the Shire's current economic challenges, with consideration to balancing future budgets as scheduled across the life of the Long-Term Financial Plan.

Overall, this budget

1. The Shire's 2025 - 2029 Corporate Business Plan projects and initiatives, seeing $2.3m of current and new projects funded for community and whole Shire benefit. A reduction in funding of $1.4 from 2024/25 Annual Budget allocation.
2. A Capital Works Program across all asset classes totaling $26,217,247.00, including the development of the Shire's largest community facility – Dalyellup Multipurpose Community and Youth Centre (DMCYC).
3. Several 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. Investment in maintaining the Shire's sporting infrastructure following the endorsement of the Ten-Year Sports Spaces Strategy in September 2024.
6. Maintenance of some Shire owned trails through the development of the Shire's Trails Masterplan which is due to be presented to the Council in August 2025.
7. Investment in the collection and management of Shire asset information to better inform our development of realistic Asset Management Plans.
8. Investment in tourism partnerships to showcase and market the unique characteristics of the Shire.
9. Funding of a Land and Reserve Audit to identify areas in the Shire suitable for economic growth opportunities.
10. Development of a mobile library service for patrons with mobility challenges.
11. Further capital upgrades to the Capel overnight rest area.
12. Master planning of the Shire owned cemeteries in Capel and Boyanup.

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

1. New workforce positions, mainly in the areas of Procurement, ICT, GIS & Assets, Payroll, Waste, Works, Parks and the staffing of the Dalyellup Multi-Purpose Community and Youth Centre which is due to open in May 2026.The Shire's 2025 –2029 Workforce Plan further details the Shire's workforce priorities as attached.

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. This project is continued from 2024/25 due to the scale of work required across the organisation and will continue into 2025/26, 2026/27 and 2027/28.

The 2025/26 Annual Budget provides a good balance of investment in Shire infrastructure and service delivery to the community, whilst continuing to invest internally in the organisation's systems and its people.

The 2025/26 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.

Officer's Recommendation – 15.9.

Cr McCleery moved Recommendation's 1 – 9 of item 15.69 en bloc, Cr Terrantroy seconded. The decision number for all 9 recommendations is OC/2025/138.

The following five (5) Officer's Recommendations require an <u>ABSOLUTE MAJORITY</u>:

Officer Recommendation 1

OC/2025/138 - Officer's Recommendation / Council Decision - 15.9

Moved Cr McCleery, Seconded Cr Terrantroy.

The Council having considered the 2 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 2026:

Zone	Rate Category	Basis	2025/26 Rate in the dollar	Minimum Rate
1	Residential	GRV	0.084975	$1,540.00
2	Residential Vacant	GRV	0.084975	$1,540.00
3	Urban Development	GRV	0.084975	$1,540.00
4	Urban Development Vacant	GRV	0.084975	$1,540.00
5	Town Centre	GRV	0.096902	$1,540.00
6	Town Centre/Special Use/Light Industry Vacant	GRV	0.096902	$1,540.00
7	Light Industry	GRV	0.096902	$1,540.00
8	Commercial Use Urban Development	GRV	0.096902	$1,540.00
9	Special Use	GRV	0.096902	$1,540.00
10	Rural & land Use (Rural Commercial)	UV	0.005320	$1,540.00
11	Rural & land Use (Rural)	UV	0.005320	$1,540.00
12	Special Rural	GRV	0.082400	$1,540.00

Specified Area Rating – Rate Base = GRV / Rate in the $ = 0.008000

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

Carried 9 / 0 with an absolute majority.

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

Against - Nil

Officer Recommendation 2

OC/2025/138 - Officer's Recommendation / Council Decision - 15.9

Moved Cr McCleery, Seconded Cr Terrantroy.

> **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 2026, acknowledging changes noted (if any) will alter some of the Annual Budget content and authorises the Acting CEO to effect changes to the budget document before distribution.**

Carried 9 / 0 with an absolute majority.

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

Against - Nil

Officer Recommendation 3

OC/2025/138 - Officer's Recommendation / Council Decision - 15.9

Moved Cr McCleery, Seconded Cr Terrantroy.

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 2025/26 for the year ending 30 June 2026.

Carried 9 / 0 with an absolute majority.

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

Against - Nil

Officer Recommendation 4

OC/2025/138 - Officer's Recommendation / Council Decision - 15.9

Moved Cr McCleery, Seconded Cr Terrantroy.

> **The Council grants a rate concession for 2025/26, 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 $249.60 for 54 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 9 / 0 with an absolute majority.

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

Against - Nil

Officer Recommendation 5

OC/2025/138 - Officer's Recommendation / Council Decision - 15.9

Moved Cr McCleery, Seconded Cr Terrantroy.

> **The Council grants a rate concession for 2025/26, 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 9 / 0 with an absolute majority.

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

Against - Nil

The following four (4) Officer's Recommendations require a <u>SIMPLE MAJORITY</u>:

Officer Recommendation 6

OC/2025/138 - Officer's Recommendation / Council Decision - 15.9

Moved Cr McCleery, Seconded Cr Terrantroy.

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 during the 2025/26 financial year:

- **Option 1 – payment in full by a single instalment 35 days after the issue date of the annual rates notice – 12 September 2025.**

- **Option 2 – payment in four equal instalments at intervals of two calendar months:**
  Instalment 1 - 12 September 2025.
  Instalment 2 - 12 November 2025.
  Instalment 3 - 12 January 2026.
  Instalment 4 - 12 March 2026.

With the first instalment payable 35 days after the issue date of the annual rates notice – 12 September 2025.

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 9 / 0

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

Against - Nil

Officer Recommendation 7

OC/2025/138 - Officer's Recommendation / Council Decision - 15.9

Moved Cr McCleery, Seconded Cr Terrantroy.

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 2025/26.

Carried 9 / 0

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

Against - Nil

Officer Recommendation 8

OC/2025/138 - Officer's Recommendation / Council Decision - 15.9

Moved Cr McCleery, Seconded Cr Terrantroy.

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 2025/26 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 9 / 0

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

Against - Nil

Officer Recommendation 9

OC/2025/138 - Officer's Recommendation / Council Decision - 15.9

Moved Cr McCleery, Seconded Cr Terrantroy.

That the Council, in accordance with the Department of Creative Industries, Tourism and Sport's 'Rating Policy: Differential General Rates' and 'Rating Policy: Minimum Payments' Guidelines, adopts the 2025/26 Rating Strategy document which includes 'Objects and Reasons' for the 2025/26 financial year.

Carried 9 / 0

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

Against - Nil

16. New Business of an Urgent Nature

Nil

17. Public Question Time

Nil

18. Motions Without Notice (Absolute Majority by Council)

Nil

19. Notices of Motion for Consideration at the Next Ordinary Meeting of the Council

Nil

20. Items for Consideration Behind Closed Doors

Nil

21. Meeting Closure

There being no further business, the Presiding Member declared the meeting closed at 8:47pm.