



Ordinary Council Meeting Minutes

Wednesday 2 August 2023

(Rescheduled from 26 July 2023)



GORDON MACMILE
CHIEF EXECUTIVE OFFICER



Acknowledgement of Country

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

Our Vision

A future focused and resilient community that benefits from good governance, responsive services and appropriate facilities to deliver positive social, environmental and economic outcomes for everyone.

Our Values

Respect

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



Honesty

We are truthful, trustworthy and genuine in all that we say and do.



Teamwork

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



Accountability

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



Empathy

We are kind and show understanding of people's circumstances, perspectives and differences.





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MINUTES - Ordinary Council Meeting - 2 August 2023
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1. Declaration of Opening/Announcement of Visitors

The Presiding Member opened the meeting at 6:00pm 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 cultures; and to Elders, past, present and emerging.'

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

PRESENT:

Councillor - Shire President	D Kitchen
Councillor - Deputy President	S Schiano
Councillor	K Andrew (via Teams)
Councillor	A Dillon
Councillor	R Mogg
Councillor	P McCleery
Councillor	C Terrantroy (via Teams)
Chief Executive Officer	G MacMile
Director Community and Corporate	S Chamberlain
Director Infrastructure and Development	T Gillett
Executive Assistant to CEO	T Shipley

LEAVE OF ABSENCE:

Nil

APOLOGIES:

Councillor	K Noonan
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MEMBERS OF PUBLIC - Gallery:

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Under regulation 14C(2)(b) of the *Local Government (Administration) Regulations 1996* as per the Amended Regulations 2022, I have authorised Cr Kaara Andrew and Cr Christine Terrantroy to attend this Ordinary Meeting of the Council for July 2023 via Microsoft teams.

As per regulation 14C (5) - I have taken into consideration the advice provided by Councilors Andrew and Terrantroy that they will attend the meeting from a location where confidentiality can be maintained, and I consider that acceptable.



A member who attends a meeting under an authorisation under regulation 14C (2) by electronic means determined under subregulation (2) is, taken to attend and be present at the meeting for the purposes of the Act and these regulations while the member is in contact by those electronic means with each other member present at the meeting.

3. Response to Previous Public Questions Taken on Notice

Nil

4. Public Question Time

Public Question Time began at 6:02pm.

J Hearne – Peppermint Grove Beach

Background

Over several years electors have asked questions at Annual Electors Meeting (and OCM's) about what forward planning and financial provision has been made by council to prepare for imminent responsibilities in the matter of the Coastal Hazard Risk Management and Adaptation Planning (CHRMAP).

I am pleased to note in the Corporate Business Plan Review presented for council acceptance at tonight's meeting that:

- Listed in the Corporate Business report tonight, among the Key 'on track' actions to be completed in 2023-24 is "CHRMAP Completion, Adoption and Year One Actions".
- The 2023-24 budget has been framed making provision for the Corporate Business Plan priorities as stated.
- And when Council considers Draft Corporate Business Plan 2023-2027 next month it will ensure all projects and actions contained within the CBP are funded through the 2023-24 budget as proposed for their approval tonight.

Question 1:

Can you please clarify:

1. What is the budget allocation/provision made in tonight's budget specifically to fund the CHRMAP action priority and where (under which schedule/which line item) does this amount appear in the budget presented tonight?
2. How much was allocated in the 2022-2023 budget for this matter? What was it spent on?
3. How much was allocated in the 2021-2022 budget for this matter? What was it spent on?
4. How much has the council built up over the last 4 or 5 years to provide for this expense? Is this provision quarantined in a specific reserve?

Shire President Response:

Thank you Mrs. Hearne for the questions. I will respond to each individually.



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1.1 There is no separate budget allocation in the Draft 2023-24 Annual Budget linked to the CHRMAP due to the report being in 'draft' format.

Specific actions and priorities linked to the findings in the report will have funding allocations detailed in future budgets. Any immediate works or initiatives associated with the CHRMAP this year will be delivered through existing Shire resources. We expect this will include applying for relevant funding to undertake agreed actions.

1.2 & 1.3 For financial years 2021-22 and 2022-23 a total of \$50,000 was allocated to fund the production and presentation of the CHRMAP, including the resourcing of traffic management requirements supporting the geotechnical collection of data in Dalyellup and Peppermint Grove Beach.

1.4. The Council understands there will be a future financial commitment required from the Shire to mitigate the risks identified through the implementation of the CHRMAP.

The Shire operates a 'Climate Change, Adaptation and Sustainability Reserve', which currently projects an end of year balance of \$53,493.00, seeing \$29,000.00 transferred to this Reserve during this financial year.

This Reserve will receive future investment aligned to actions/priorities that will be linked to the final CHRMAP, once received and adopted by the Council.

Question 2:

Please clarify:

1. Is it appropriate (maybe premature?) that the Corporate Business Plan explicitly mentions 'adoption' of the CHRMAP, as to my understanding the Council has yet to consider the CHRMAP? Would 'receive', 'consider' or 'respond' be more appropriate than 'adopt'? Has Council yet taken a position on the CHRMAP (Draft)?
2. What progress, or actions, have been taken by the Shire or the Peron Peninsula Group in order to respond to, explore or clarify the many significant issues that have been raised since the CHRMAP (DRAFT) became public, concerning report details, research required, assumptions and options suggested?
3. What actions and expenses are provided for in the amount allocated to progress Coastal Hazard Planning in the Shire's 2023-2024 budget?

Shire President Response:

Thank you Mrs. Hearne. I will again answer the questions individually.

2.1 – The Coastal Hazard Risk Management and Adaptation Planning Guidelines which support State Planning Policy SPP2.6 State Coastal Planning Policy advise that the final CHRMAP be presented to Council for endorsement. So, the Council will be asked to consider and endorse the final CHRMAP when it is presented, rather than adopt, in line with the state government guidelines.

There is no statutory requirement to formally adopt a CHRMAP and the CHRMAP will not become a legal document like a Local Planning Scheme, for example. The Shire's Corporate Business Plan, which is still in Draft, will be amended to update this wording.



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2.2 - The Peron Naturaliste Partnership is going through all the submissions received with the consultant Water Technology in order to update the CHRMAP so that it can be finalised and presented to the respective local governments.

For information, 58 public submissions on the Capel-Leschenault CHRMAP were received, 53 of which were from the community in the Shire of Capel (mostly Peppermint Grove Beach).

2.3 – The answer is the same as previously provided in question 1.1.

B Hearne – Peppermint Grove Beach

Background

I have just been staggered to learn that sanitation requirements (rubbish rate) are recommended to increase, in the 2023/24 fiscal period, for the 3 bin system by 70% from \$365 in 2022/23 to \$621 in 2023/24.

Likewise the 2 bin system, in the 2023/24 fiscal period, is recommended to increase by 70% from \$271 in 2022/23 to \$461 in 2023/24

Effectively when other increases are taken into consideration a minimum rated property will receive an increase 11.1% on their rate notice (that is inclusive of 5 separate charges) this fiscal while a property with a GRV of \$17000 will increase by 15.57% in 2023/24.

Question 1:

Given the Shire was aware that the rubbish contract was due to expire on June 30,2023 what date was the tender renewal document released and why has it taken so long to negotiate a new contract and why has no information been provided to the public about the proposed 70% increase or even the name of the successful tenderer?

Shire President Response:

Thank you Mr. Hearn for the questions. The Shire of Capel has been collaborating with 6 neighbouring Local Governments for the last 12 months, to deliver a cost effective regional approach to the delivery of a waste services contract. This regional approach realised the best cost and risk outcome, compared to the Shire proceeding alone. All 7 participating local governments accepted this approach and waste services tender option.

The completion of the contract with the successful tenderer, Cleanaway, was signed on 28 June 2023 allowing the continuity of services under the new agreement from 1 July 2023.

In addition to increases in collection charges, there's also been other increases in other areas that have affected the budget. Such as FOGO disposal which is disposed of above the Bunbury Harvey Regional Council.

Contaminated waste charges have increased from 120 a ton to 240 this financial year, resulting in a \$126, 000 allocation that even put into the budget to dispose of contaminated FOGO.



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Question 2:

On face value it would seem that a lack of timely action has left the Shire in a position where they either accept the awful contract arrangements that appear to have been offered or immediately cease collecting ratepayer's rubbish. Is that a correct assumption?

Shire President Response:

As mentioned, the South West Waste Services public tender, of which the Shire of Capel and 6 other Local Governments were party to has been progressed as a priority for the last 12 months.

The tender attracted 3 competitive tenderers and required a detailed evaluation of all matters within that tender. The tender provided the opportunity for the Local Governments to tender collectively for both a regional price and an individual per Local Government price for all required waste services.

The regional price was the most cost effective outcome across all Local Governments with each adopting this option as their preferred tendered price from which to negotiate the final individual contract. The Shire of Capel adopted this option at a Special Council Meeting held on 8 May 2023, which provided the best outcome in terms of cost and lowest service delivery risk, compared to the cost if the Shire had proceeded alone..

Question 3:

Under the new contract how much \$ will be collected from ratepayers for waste disposal in 2023/24? How much was collected in 2022/23?

Shire President Response:

The income collected from ratepayers in 2023/24 under the new contract is a matter being decided within tonight's Council Agenda at item 15.3 and in 2022/23 the income received from fees and charges in our waste sanitation area was \$2,478,070.

Question 4:

From the amount collected in 2023/24 how much \$ will be transferred to reserves? How much has been allocated to capital expenditure? How much will be provided to supply the weekly collection service to the ratepayers?

Shire President Response:

I might have to take some of that question on notice there's a bit more detail involved in that than what was provided, so we'll take that question on notice to make sure you get an appropriate answer.

Question 5:

What are the costs of capital upgrades planned for the Shire Depot (refer page 249 of 374) and why are these costs funded out of the rubbish reserve? I was under the impression that remediation works (contamination) were undertaken at the site several years ago.



Shire President Response:

There are no capital upgrades planned for the Shire Depot during 2023/24. Should any capital upgrades be planned in the future, the Council at the time will determine how this is funded. There are however ongoing contamination issues.

Question 6:

At the Capel Community rates and budget meeting held on 20 June 2023 mention was made of potential/substantial (can't remember the exact word) saving that would be made resulting from the tender that was called by a group of councils rather than the Shire going it alone. What has changed since 20 June 2023 to bring about a 70% increase?

Shire President Response:

As answered previously, the regional price was the most cost and risk effective outcome for all Local Governments, with each adopting this option as their preferred tendered from which to negotiate the final individual contract.

This regional collaborative approach was the best option in terms of cost and risk.

Question 7:

Can ratepayers with a 3 bin service opt for a two bin service to reduce costs?

Shire President Response:

A recommendation to review the Waste Service activities is included in tonight's agenda within the 2023/24 financial year, including the Shire's continued participation in the FOGO third bin system. Should residents opt not to participate in the FOGO system, this third bin can be withdrawn from their property on request.

Question 8:

If continued contamination is a problem with either of the green or yellow bin why not do away with the 3 bin service altogether and stick with the two bin service we had before all the problems began?

Answered within Question 7.

Question 9:

Due to lack of information in the attachments I am not aware of how many \$ are currently in the rubbish reserve. Last check some time ago it was about \$4 million. Surely some of these funds can be used to soften the 70% increase, say, over a 3 year period?

Shire President Response:

The Shire has been utilizing the Waste Reserve to subsidise the actual cost of providing waste services for some time. This has seen the Reserve balance decrease from \$2,529,233 in 2020/2021 to \$1,843,040 in 2022/23.



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The reserve has also been used to fund detailed investigation of the shires many declared contaminated sites most of which are the result of previous rubbish and landfill activities.

Question 10:

When is it planned to actually advise ratepayers that rubbish rates are rising by 70% or are we hoping no one notices until they get their rate bill?

Shire President Response:

A comprehensive waste information fact sheet has been completed and will be available to residents as soon as possible. This will occur prior to the rate notices being received by residents.

The Shire has worked as fast as possible through the waste services tender outcomes to ensure the uneventful continuation of service and to provide accurate, open and transparent information is provided to the community.

Due to an administrative error of not receiving the questions, Mr. B Hearne's following questions have been taken on notice.

With regard to the 70% increase in rubbish charges for 2023/24:

Question 11:

Based on my understanding (and please accept I may have misread the figures) of the Shires finances why is the Shire budgeting for a surplus of \$135628 in Schedule 10 rubbish and sanitation services? That is expenditure \$4203411 less revenue \$4339039.

Question 12:

It would appear that \$147630 has been allocated for remediation of contaminated sites. Why not meet these charges out of the rubbish reserve?

Question 13:

Can you provide a breakdown of the \$123055 allocated to General Tip Maintenance as Overheads-OPS?

Question 14:

Given that \$274,600 in direct employee costs have been allocated to Schedule 12 what is the justification for allocating a further \$788924 as an Administrative Allocation? Although I agree there is a need for an Admin Allocation to justify full cost recovery the amount seems excessive.



Question 15:

While I agree there should be some Administration Allocation charge can you provide a breakdown of the items that make up the \$788,924?

Question 16:

Given the \$ amount in the rubbish reserve why not allocate \$1 million out of the reserve over 3 years to soften the burden of a 70% increase?

Question 17:

Without the benefit of details of the contract, let's assume 5 year deal with CPI increments of approximately 4%, can I suggest consideration be given to increasing rates this fiscal by say 20% with annual increments for years 2-5 of 15%. Is this feasible and with a good narrative for ratepayers to understand it would soften the blow for ratepayers and lead to full cost recovery by year 5?

Question 18:

While I accept officer's comments relating to questionable decisions made in the past it is time to move on from that regrettable saga and accept the position that we are now faced with.

B Hastie – Stratham

Question 1:

My question pertains to the bulk rubbish collection in various towns and rural locations within the Shire of Capel. Specifically, I would like to know the reason for the delay in picking up bulk rubbish during the advertised time period from week one, starting on 17th July and ending on 21st July. The areas affected include Dalyellup, Peppermint Grove Beach and the special rural and rural regions of Stratham.

Shire President Response:

Thank you Mr. Hastie for your question. With the total number of properties in both areas not being evenly split due to the geographical nature of the division along with the volume of bulk rubbish placed out for collection, the contractor was unable to complete the collection of all items placed out within the initial timeframe. The Shire was advised and the remaining items were collected the following business day being Monday 24 July.

B Hearne – Peppermint Grove Beach

Question 1:

In regard to Item 18.1 Electoral Boundaries is it possible to ascertain if the ratepayers of Peppermint Grove Beach are for or against the proposed boundary changes as no other area in the shire is affected?



Shire President Response:

Yes the motion has been withdrawn from this evening's agenda. There was no plan as part of that motion to do any direct consultation with residents in an area. However the Shire would advocate on behalf of residents with through a decision made by elected representatives who represent people in that area.

So no there was no direct consultation planned, the suggestion going forward is that residents can make their own individual submission to the Electoral Commission as to what they think those boundaries should be.

Public Question Time concluded at 6:29pm.

5. Application for Leave of Absence

5.1 Councillor Christine Terrantroy – Leave of Absence August 2023 OCM

OC/2023/117 - Officer's Recommendation / Council Decision - 5.1

Moved Cr Dillon, Seconded Cr Mogg.

That Cr Christine Terrantroy be granted a leave of absence for 30 August 2023 Ordinary Meeting of Council.

Carried 7 / 0

For - Cr Andrew, Cr Dillon, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Schiano 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 Council Meeting - 28 June 2023

Voting Requirements

Simple Majority

OC/2023/118 - Officer's Recommendation / Council Decision - 8.1

Moved Cr Mogg, Seconded Cr Dillon.

That the Minutes of the Ordinary Council Meeting - 28 June 2023 be confirmed as a true and correct record.

Carried 7 / 0

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

Against - Nil

9. Announcements by Person Presiding Without Discussion

You may have noticed that the CEO and I look a little casual this evening. Well for good reason. The Shire of Capel is proud to unveil a new part of its uniform compliment.

While a little while back the Shire of Capel asked the Dalyellup Primary School for assistance from 18 students who have Australian Aboriginal and Torres St Islander heritage, to produce the designs that would be incorporated into the new polo shirts for the Shire but also to be used at the School.

The design very unique and original. But what is very special about it is the designs symbolize a personal meaning for each student such as **cultural background, features of country, family, self and community.**

Once we had the designs, the Shire engaged Tahlia Bennell a Wadandi artist, to incorporate the designs into an image that relates to the Dalyellup Primary School's dolphin logo, the natural environment within the Shire of Capel.

Tahlia has said that "the line work behind the dolphins represents the song lines and connection to saltwater country. The other details are based on saltwater coral and the connection the Wardandi have had to country for over 60,000 years as coral is considered one of the oldest living skeletal organisms within the ocean. Tahlia contained it within this artwork as it represents the rich cultural history and heritage of the Wardandi Booja.

The Shire looks forward to wearing these shirts with great pride and feel that the design has great depth of meaning and significance. We also have a keepsake signed by all those who took part. A big thankyou to all those involved in helping this project along to completion.



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The Shire of Capel would like to thank Murray Scott following his stepping down as Deputy Chief Bushfire Control Officer. Murray has held the position for more than two decades and formed part of the reason he was awarded an honorary Freemanship in 2021. Murray will continue to serve in our Bushfire Brigade Service.

Information will be forthcoming soon regarding the replacement for the position, with a proposal from the BFAC coming to Council in the near future.

Congratulations to Rail Heritage WA through the South West Rail & Heritage Centre on taking out the Steam Locomotive Restoration Award for 2023. Restoration of the Leschenault Lady has been a big passion for members of the Centre for a number of years. She can be viewed in action at open days when weather and conditions permit. Congratulations once again.

10. Petitions/Deputations/Presentations

Nil

11. Motions of Which Previous Notice has Been Given

Nil

12. Questions of Which Previous Notice has Been Given

Nil



13. Chief Executive Officer Reports

13.1. Corporate Business Plan 2022 to 2026 - End of Year Reporting to 30 June 2023

Author Chief Executive Officer, Gordon MacMile

Authorising Officer Chief Executive Officer, Gordon MacMile

Nature of the Decision Executive/Strategic

Attachments

Confidential Status *This item is not a confidential matter.*

Proposal

Note the final quarterly progress report and the outcome / achievement summary for 2022/23 of the Shire of Capel's Corporate Business Plan.

Officer's Recommendation

That Council notes the final quarterly progress report (1 April to 30 June 2023) and the outcome / achievement summary for 2022/23 of the Shire of Capel's Corporate Business Plan 2022 – 2026.

Background

Previous Council Decisions

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

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

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

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

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

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

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

1. Endorses the Shire of Capel Corporate Business Plan 2022 – 2026 – Service Area Action Plan.



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

Decision Framework

Shire of Capel Strategic Community Plan 2021-2031

The six Future Directions outlined in the Shire of Capel Strategic Community Plan 2021 – 2031 are all relevant to the Corporate Business Plan 2022 – 2026.

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 2022-2026

CEO 9 - Ensure Community Strategic Plan, Corporate Business Plan, Long Term Financial Plan, Asset Management Plan, Risk Management Plan, Workforce Plan and all supporting sub-plans are adopted in the 2022/23 financial year, with quarterly reporting to the Council and subsequently maintained in accordance with the WA Integrated Planning Framework.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government Act 1995, Section 5.56

6.56 Planning for the Future

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



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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 by the Department of Local Government Sport and Cultural Industries through 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: <ul style="list-style-type: none"> • 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 2022 – 2026 has been prepared ensuring that the 2022/23 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 2022 – 2026 details growth in specific areas of expenditure over and above the current adopted Long Term Financial Plan (LTFP) in all future years (2022, 2023 and 2024).

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

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

Whole of Life

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

Sustainability Implications

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

The Corporate Business Plan 2022 – 2026 was prepared to align closely with the Future Directions outlined in the adopted Strategic Community Plan 2021 – 2031 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 2022 – 2026 included:

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

Following adoption of the Plan, Shire departments and work areas responsible generated a series of comprehensive, time-dependent / officer allocated sub-actions that enable the delivery and achievement of actions and outcomes. These sub-actions are tracked, status updated and reported monthly via a 'bottom up' approach, whereby work teams and Managers, update progress on actions within their specific area of responsibility and accountability.



Officer Comment

CBP Summary of Completion – Q4 2022/23 (July 2022 to June 2023)

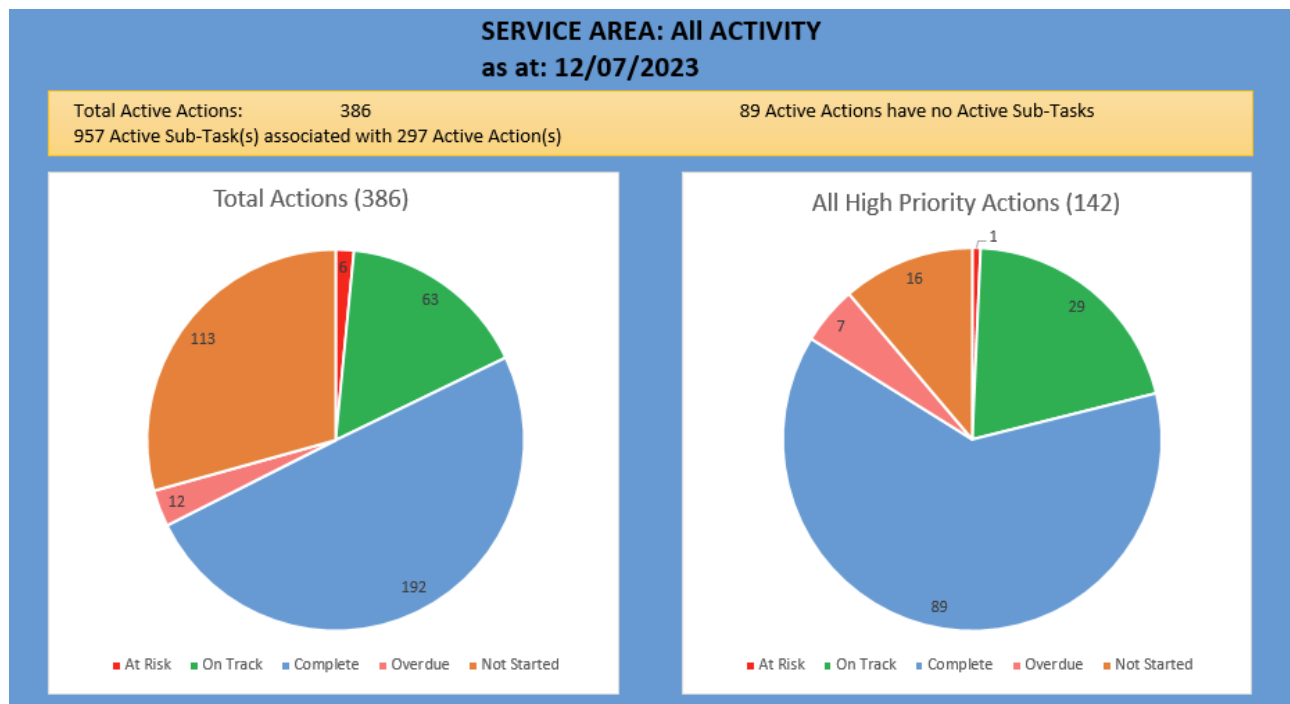
The current Shire of Capel Corporate Business Plan 2022 – 2026 contains individual actions / outcomes, detailed across the 4-year period. The status of completed actions at the end of 2022/23 (for the period 1 July 2022 to 30 June 2023) is summarised in the Tables below as:

Status	Number				Percentage (%)			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Completed	9	19	28	192	2%	5%	7%	50%
On Track	184	231	223	63	45%	56%	54%	15%
Overdue / Not Complete	2	2	5	18	1%	1%	2%	5%
At Risk	1	2	10	*	1%	1%	3%	*
Not Started Δ	210	152	140	113	51%	37%	34%	30%
Total	406	406	406	386	100 %	100%	100%	100%

Notes

- * 'At Risk' - converted / added to Not Complete
- Δ 'Not Started' - Four year CBP, not scheduled to commence until 2023/24 or beyond.
- 'On Track' – not scheduled to be completed until after 30 June 2023. Delivery across multi-years.
- Total actions reduced from 406 to 386 as some actions amalgamated for delivery / completion.

The status of CBP actions as at 30 June 2023 is presented in the graph below.



Noting the 4-year period of the Plan in that 45% of actions have either not started (until later years) or are being delivered across multi-years, the 2022/23 outcome report demonstrates good achievement under a range of internal resourcing pressures and external challenges.



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Overall, 95% of actions are in accordance with the CBP for the reporting period 1 July 2022 to 30 June 2023.

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

Internal / Organisation-related

- Adoption of Workforce Plan 2023 to 2027.
- Implementation of all Audit finding recommendations.
- Economic Development Framework 2023 to 2027.
- Sustainability Framework 2023 to 2027.
- Chart of Accounts implementation.
- Procurement Framework and Policy review.
- LG (Local Government) Reforms.
- Upgrades to Meeting Rooms IT / AV (Audio Visual).
- Community Perception Survey 2022.
- Transition to the State Industrial Relations' Framework.
- New Customer Service Charter.
- Launch of the Enterprise Resource Project.
- Organisational Leadership and Cultural Development Program commencement.
- Completion of hard file digital back scanning.
- MyOSH system implementation.
- Local Planning Scheme No. 8 gazettal and Local Planning Strategy.
- EIL (Extractive Industry Licence) Policy adoption.
- Waste Contract Renewal.
- Shire Asset Infrastructure Revaluation Project.
- Drafting of the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP).
- Ongoing Investigation and management of Identified Contaminated Sites.
- Bushfire Mitigation initiatives.

Key 'On Track' projects and initiatives to be completed in 2023/24 includes:

- Advocacy Prospectus / Long Term Financial Plan update.
- LG Elections 2023 – preparations, induction / onboarding, and training.
- Enterprise Relationship Platform (ERP) preparation.
- Council Chambers IT / AV upgrade.
- Asset Management – Strategy, data, and software.
- Federal to State Award transition – LG employees.
- Fleet vehicle review (including EVs (Electric Vehicles)).
- Gelorup BFB (Bush Fire Brigade) facility.
- Sporting Spaces Plan.
- Developer Contributions Plan review.
- CHRMAP completion, adoption and Year One actions.
- Public Health Plan.

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

The remaining 5% of actions detailed in Year One of the CBP were not fully completed.



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Key factors regarding the non-completion of actions (See Attachment 13.3.1 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 were experienced in key specialised areas (Technical, Asset, Engineering for over 4 months throughout 2022/23), as well as general trades (parks, gardens, works).

Teams in these areas experienced significant periods at below desired levels of resourcing, impacting on the delivery of capital projects and CBP initiatives. Even once fully staffed, major work backlogs remained and will not clear until throughout 2023/24.

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 feasibility studies, masterplanning and cost estimation to provide the necessary information to progress the action.
- Procurement and Cost – Material, contractor availability and service costs were a significant issue with the heated economy and marketplace, particularly in the construction and infrastructure areas.

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

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

Additionally, several of the Shire's traditional smaller service providers and contractors needed to upskill to comply with new Workplace Health and Safety requirements.

- Action Interdependence – Progressing many actions within the CBP is contingent on the completion of other independent actions. In a small number of cases, delays in progressing actions are having a knock-on effect. This was particularly the case regarding the Shire's Asset and Engineering areas.
- Additionally, service delivery issues by others (Bunbury Harvey Regional Waste facility) impacted on the Shire at a service and cost level.

A summary of Non-Completed actions (18 in total) is contained in Attachment 13.3.1 to this report.

Corporate Business Plan 2023 - 2027

Work is being completed on the development of the new (Draft) CBP for the period 2023 to 2027. This has been achieved through the review and fine tuning of 2023/24 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 (2026/27).



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Council consideration of the Draft Final Corporate Business Plan 2023 to 2027 will occur in August 2023 to ensure all projects and actions contained within, are funded through the adopted 2023/24 Annual Budget.

Summary

Demonstrated above is that effort in the 2022/23 year of the CBP was focussed on stabilising the organisational resourcing environment, setting key frameworks / policies / strategies, improving business systems and efficiencies, reconnecting with key stakeholders and continuing to plan / deliver on key community initiatives.

A rate of 95% of actions being in accordance with the CBP represents a good level of achievement, although major resourcing challenges impacted on the completion of the capital and maintenance programs in particular.

Voting Requirements

Simple Majority

Officer's Recommendation – 13.1.

OC/2023/119 - Officer's Recommendation / Council Decision - 13.1

Moved Cr McCleery, Seconded Cr Mogg.

That Council notes the final quarterly progress report (1 April to 30 June 2023) and the outcome / achievement summary for 2022/23 of the Shire of Capel's Corporate Business Plan 2022 – 2026.

Carried 7 / 0

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

Against - Nil



13.2. Shire of Capel - Economic Development Framework 2023 to 2027 (Amendment)

Author Chief Executive Officer, Gordon MacMile

Authorising Officer Chief Executive Officer, Gordon MacMile

Nature of the Decision Advocacy
Executive/Strategic

Attachments

Confidential Status *This item is not a confidential matter.*

Proposal

Slightly amend the recently adopted Shire of Capel Economic Development Framework 2023 to 2027 to further improve certain details and initiatives not adequately emphasised, particularly in relation to place making, business development and creative innovation.

Officer's Recommendation

That Council:

1. Endorses the Amended Shire of Capel Economic Development Framework 2023 to 2027 as per Attachment 13.2.1.
2. Notes that Year 1 Economic Development Actions and Initiatives will be included in the Corporate Business Plan 2023 to 2027 and Annual Budget 2023/24; and
3. Notes that the final published version of the Shire of Capel Economic Development Framework 2023 to 2027 will be graphically designed and illustrated to a standard suitable for public presentation.

Background

Previous Council Decisions

May 2023 – OC/2023/86 – Council:

1. Endorsed the Shire of Capel Economic Development Framework 2023 to 2027.
2. Noted that Year 1 Economic Development Actions and Initiatives will be included in the Corporate Business Plan 2023 to 2027 and Annual Budget 2023/24; and
3. Noted that the final published version of the Shire of Capel Economic Development Framework 2023 to 2027 will be graphically designed and illustrated to a standard suitable for public presentation.

November 2021 – OC247/2021 – Council endorsed the:

- Establishment of the Capel Economic Development Advisory Committee (EDAC).
- Appointment of Council representatives to October 2023; and
- Terms of Reference for the EDAC including external stakeholder representation.



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The Shire of Capel Economic Development Framework (Framework) was adopted in May 2023 and provides direction for sustainable economic and business growth for many years.

The Framework seeks to identify key pillars / areas of focus based on the:

- Specifics of Capel and the Region - the geographical area and the surrounding region, demographics, community profile.
- Capacity and capability of the Shire – current and future Shire resources that are available to undertake economic development initiatives.
- External factors – including changing consumer behaviour and preferences, global economic trends, technology, policy and legislative changes.
- Collaborative environment – working in genuine partnership with other stakeholders (Government – local state and federal, Industry, Education, Commercial, Advocacy, NFP).
- Local assets and resources – understanding of the local area and opportunities to leverage these, as well as the characteristics and competitiveness of the local business economy; and
- Community preferences – extent that economic development is a priority for the local Capel community, in the context of competing demands for services, activities and expenditure.

Critically, the Shire of Capel Framework is clear and concise about what is the role of and within the capacity the organisation regarding economic development, and what is outside our role.

Consideration was also given regarding the intersects between the two.

Within the action and delivery phase, the Shire of Capel will apply an 'economic lens' to identify opportunities and barriers that impact local business, commercial enterprise and the local economy across all activities, including identifying 'quick wins' that can have a significant impact on local business.

The Vision and Purpose in the adopted Economic Development Framework is:

To facilitate and encourage economic development in the Shire of Capel by:

- ***Being open for business*** - a local government that embraces opportunities through open engagement with businesses, investors and all tiers of government, with a solutions-oriented culture and approach.
- ***Offering unique and unforgettable experiences*** - to local people, visitors and surrounding communities.
- ***Enhancing and celebrating natural assets and localities*** to attract investment and growth while retaining our unique character and place in each locality and across the district.
- ***Becoming a hub for innovation, creativity, and entrepreneurship***, with a vibrant and diverse economy that supports both established businesses and new startups.
- ***Focusing on opportunities that align with our unique value proposition***, including sustainable agribusiness, eco-tourism, education, logistics, creative industries and a unique natural environment.



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Framework Outcomes include:

- More collaborative partnerships focusing on innovative practices and realising game-changing initiatives.
- The realisation of large- and small-scale investment opportunities.
- Growth in the number of local jobs and suitably skilled residents.
- Increase in the number export-oriented jobs.
- Generation of a stronger place identity, including unique tourism destinations, sustainable industries, and innovation hubs.

Implementation principles are:

To guide decision-making and the assessment of potential programs and projects, the following principles seek to ensure maximum benefit for the Shire of Capel's economy, businesses and community.

- **Aligned** – Programs and projects will align with the aspirations of the Shire's Strategic Community Plan, Corporate Business Plan, Advocacy Prospectus, Place Plan, Sustainability Framework and (future) Destination Framework.
- **Collaborative** – Programs and projects will be developed and implemented in partnership with business, community, investors and governing bodies.
- **Deliverable** – Programs and projects will be practical, reasonable, achievable and delivered, either individually or collectively by the agency / organisation responsible.
- **Momentum** – Programs and projects will work together to build momentum, energy and support the realisation of the Framework's purpose.

Decision Framework

Shire of Capel Strategic Community Plan 2021-2031

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

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

3.2 Effective promotion of the Shire and its towns.

3.4 Continued improvement in town centre vibrancy.

Direction 6 - Effective communication, engagement and relationship development.

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

6.2 Improved cross sector relationships and collaboration.



Corporate Business Plan 2022-2026

CEO 4 - Develop and implement an Economic Development strategy that supports and advocates for greater local business success, investment and diversity.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

There are no state frameworks relevant to this item.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- There are no Council policies relevant to this item.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 - Financial Rating: Medium	Possible	Moderate	Effective development of a Shire of Capel Economic Development Framework and Strategy will provide clarity on the organisation's capability, the cost of effort and ensure clarity of focus areas / initiatives.
Risk 2 - Reputation Rating: Medium	Possible	Moderate	Effective development of a Shire of Capel Economic Development Framework and Strategy will consider the priority placed by the community in this area and manage expectations.
Risk 3 – Service Delivery Rating: Medium	Possible	Moderate	Effective development of a Shire of Capel Economic Development Framework and Strategy will provide clarity on the organisation's resource capacity and the potential opportunity cost on other key focus areas / initiatives



Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

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

Whole of Life

Whole of life considerations for any assets delivered as part of implementing any economic development initiatives will be addressed separately.

Sustainability Implications

Sustainable development has a focus on intergenerational equity and achieving a balance between economic and environmental outcomes. Sustainable development should be considered as 'development that meets the needs of the present, without compromising the ability of future generations to meet their own needs'.

The importance of the economy to deliver better community outcomes is reflected in the United Nations Sustainable Development Goals, in particular Goal 8 which focuses on 'Decent Work and Economic Growth'. This goal aims to develop the economy in a way that will create quality jobs without environmental harm. The Institute for Sustainable Communities defines a sustainable community as one that is "economically, environmentally and socially healthy and resilient".

Consultation/Engagement

External Consultation

The Shire engaged Farlane consulting to assist with the development of the Draft ED Framework, based on very recent work the organisation was completing for the SW Development Commission and their current knowledge of the Bunbury Geographe sub-region. An individual workshop was held with the Economic Development Advisory Committee (EDAC) and EDAC members later had the opportunity to review and input into the early draft of the Framework.

Internal Consultation

Internal consultation was held with Executive, relevant Managers and staff.

Officer Comment

Immediately following the recent adoption of the Framework, the organisation commenced the incorporation of year one actions into the draft Corporate Business Plan 2023 to 2027, to give effect to the early potential initiatives that may support economic development.



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This process highlighted areas where the adopted Framework may be improved to:

- Foreshadow the potential for any new Agribusiness precinct to embrace leading practice regarding sustainable development and circular economies.
- Better capture initiatives that support general business development, particularly small to medium enterprises.
- Better reflect the opportunities to incorporate place planning and place management into future development.
- Include the previously under-emphasised opportunities that exist with connecting and enabling creativity and innovation.

The full Shire of Capel Economic Development (Amended) Framework is included at Attachment 13.2.1, with the proposed additions and modifications highlighted in red for ease of identification.

The inclusion of this additional information is important to strategically connect current and future initiatives as:

- Agribusiness precinct:
 - to emphasise the strategic opportunity presented through the planning and development of the precinct to focus on leading practice regarding sustainability, waste management, technology and circular economy approaches.
- General business development:
 - to emphasise the opportunities that may be realised through the deregulation of retail trading hours throughout the district.
 - to encourage improved collaboration and outcomes between developers and the Shire; and to
 - ensure that the Shire can elicit the collaboration and support of sub-regional organisations that should be assisting local Capel businesses with growth and development (i.e., BGCCI, SWDC and BGEA).
- Place planning and place management:
 - to align the opportunities that exist between the emerging Place Plan and other strategic initiatives such as the gazettal of Local Planning Scheme No.8 and future major residential development.
- Connecting and enabling creativity:
 - identifying and properly emphasising the opportunities for employment and tourism visitation that exists through the development of creative activities within the district; and
 - ensuring the connection and status between the future Dalyellup Multipurpose Community and Youth Centre, and in particular the innovation / creative hub and other digital ecosystems (i.e., education, employment, training, creative art etc.

Summary

The Shire of Capel through the Economic Development Framework 2023 to 2027 seeks to identify opportunities and barriers that impact local business, commercial enterprise and the local economy across all activities, including clearly identifying the role that the Shire has to fulfill and where best to work collaboratively with other organisations.

Following the recent adoption, opportunities were identified to further improve the Framework and to best position the Shire with current and future initiatives.



Voting Requirements

Simple Majority

Officer's Recommendation – 13.2.

OC/2023/120 - Officer's Recommendation / Council Decision - 13.2

Moved Cr McCleery, Seconded Cr Schiano.

That Council:

- 1. Endorses the Amended Shire of Capel Economic Development Framework 2023 to 2027 as per Attachment 13.2.1.**
- 2. Notes that Year 1 Economic Development Actions and Initiatives will be included in the Corporate Business Plan 2023 to 2027 and Annual Budget 2023/24; and**
- 3. Notes that the final published version of the Shire of Capel Economic Development Framework 2023 to 2027 will be graphically designed and illustrated to a standard suitable for public presentation.**

Carried 7 / 0

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

Against - Nil



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

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

13.3. Chief Executive Officer - Performance and Remuneration Review Policy

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

Proposal

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

Officer's Recommendation

That Council:

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

Background

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

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

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



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Extract from CEO Performance and Remuneration Review Policy

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

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

Previous Council Decisions

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

Council noted (OC/2023/64) the Chief Executive Officer's Mid-Year Performance Agreement 2022 to 2023 Review as outlined in Attachment 13.1.2, including the amended timelines to a small number of KPIs as detailed.

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



Decision Framework

Shire of Capel Strategic Community Plan 2021-2031

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

4.1 Effective and compliant governance

4.2 Informed and transparent decision making

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

Direction 6 - Effective communication, engagement and relationship development

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

6.2 Improved cross sector relationships and collaboration

Corporate Business Plan 2022-2026

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

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government Act 1995, section 5.41

5.41. Functions of CEO

The CEO's functions are to –

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



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

Local Government Act 1995, Division 4 – Local Government Employees

5.39. Contracts for CEO and senior employees

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

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

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

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

The local government and the CEO must agree on –

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

Clause 17. Carrying out a performance review

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

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

Clause 18. Endorsement of performance review by local government

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

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

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

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



Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- CEO Performance and Salary Review

Implications

Risk Implications

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

Financial Implications

Budget

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

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



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

Long Term

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

Sustainability Implications

Climate Change and Environmental

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

Social

There are no relevant social implications relevant to this item.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

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

Internal Consultation

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

Officer Comment

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



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These duties and responsibility areas are:

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

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

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

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



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

CEO Performance and Remuneration Review Policy

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

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

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

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

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

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

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

Summary

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

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

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

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



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

Voting Requirements

Absolute Majority

Officer's Recommendation – 13.3.

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

Foreshadowed Motion:

Moved Cr Kitchen, Seconded Cr Terrantroy.

That Council:

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

Introduction

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

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

Purpose

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

Policy statement

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

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

Performance Review Process



1. CEO Performance Review Panel

1.1 Council is to appoint a CEO Performance Review Panel (the Panel) following every local government election.

1.2 The Panel must comprise of up to five members and may include an independent observer (to be decided and appointed at the commencement of each review process).

1.3 The Council authorises the appointed Panel to undertake the CEO Performance Review and report findings and recommendations to the Council.

1.4 The primary functions of the Panel include:

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

1.5 Membership principles and responsibilities of panel members:

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

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

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

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

2. Independent facilitator

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



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

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

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

2.4 The facilitator may be required to:

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

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

3 Performance criteria

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

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

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

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

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

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



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

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

4 Assessment of CEO performance

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

4.2 Evidence of CEO performance may include:

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

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

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

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



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

5 Addressing Performance Issues:

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

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

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

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

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

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

6 Misconduct

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

7 Remuneration Review

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

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

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

8 Further Guidelines

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

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



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(Rescheduled from 26 July 2023)

Application

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

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



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

Moved Cr Kitchen, Seconded Cr Terrantroy.

That Council:

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

Introduction

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

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

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

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1. CEO Performance Review Panel

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1.2 The Panel must comprise of up to five members and may include an independent observer (to be decided and appointed at the commencement of each review process).

1.3 The Council authorises the appointed Panel to undertake the CEO Performance Review and report findings and recommendations to the Council.



1.4 The primary functions of the Panel include:

- **Developing the initial performance agreement and employment contract.**
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1.6 The performance and remuneration review process should commence at least 3 months prior to the required completion date.

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

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

2. Independent facilitator

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

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

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



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- **Organisational survey results.**
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- **What attention has the CEO given to ensuring:**
 - **Equal employment opportunity.**
 - **Workplace health and safety.**
 - **Privacy.**
 - **Managing potential conflicts of interest, and**
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4.4 It is important that contextual factors, external or otherwise are given appropriate weight. Failure to meet KPI's does not necessarily mean the CEO has performed poorly and, for this reason, performance and outcomes should be considered separately.

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



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

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

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

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

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

6. Misconduct

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

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

8. Further Guidelines

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

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



Application

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

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

Lost 0 / 7

For – Nil

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

Foreshadowed Motion

Cr Dillon put forward the following foreshadowed motion:

That Council:

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

The Foreshadowed Motion was put on the table.

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

Moved Cr Dillon, Seconded Cr McCleery.

That Council:

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

Carried 6 / 1

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

Against - Cr Andrew



14. Infrastructure and Development Reports

14.1. South West Design Review Panel Memorandum of Understanding

Author	Manager Development Services, Scott Price
Authorising Officer	Director Infrastructure Development, Tanya Gillett
Nature of the Decision	Legislative
Attachments	<ol style="list-style-type: none">1. South West Design Review Panel Terms of Reference2. South West Design Review Panel Memorandum of Understanding
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Consider the involvement of the Shire of Capel in the South West Design Review Panel (SWDRP) and the positive built form outcomes that are achieved by additional scrutiny being applied at the development application stage to elements such as architecture, landscaping design, and sustainability.

The report below details the steps for the Shire to seek formal involvement with the Panel and the potential budget implications.

Officer's Recommendation

That Council resolves to grant permission for the Shire's Chief Executive Officer to sign the Memorandum of Understanding to formally join the South West Design Review Panel.

Background

It is frequent practice for metropolitan local governments to have their own, independent Design Review Panel, and is more practical given the substantial number of applications often being lodged that warrant such an assessment process. However, in regional locations, it is considered appropriate for a panel to be established as a shared resource for local governments, given the lower number of applications warranting assessment.

The South West Design Review Panel resulted from a meeting in 2019 between several local governments within the region, who sought to enhance the design review of development applications and align development standards to those introduced as part of State Planning Policy 7.0 - Design of the Built Environment.

State Planning Policy 7.0 - Design of The Built Environment (SPP7.0) sets out the objectives, measures, principles and processes which apply to the design and assessment of built environment proposals through the Western Australian planning system. The Policy also provides the overarching framework for a range of supporting State Planning Policies that provide design quality guidance for specific types of planning and development proposals.



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SPP7.0 states that planning authorities, including local government, should establish or arrange access to design review processes to review complex planning proposals, those proposals identified as benefitting from design review, or as set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* or recommended in the WAPC's Design Review Guide.

Augusta-Margaret River, Bunbury, Busselton, Collie, and Harvey are currently the local governments participating as part of the South West Joint Design Review Panel. The Shire of Capel had been engaged in initial conversations but retracted from the process formally in 2019 due to several resourcing issues.

The Shire of Capel has recently been approached by the participating local governments to re-join the Panel.

Decision Framework

Shire of Capel Strategic Community Plan 2021-2031

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

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.
4.3 Contemporary planning and local development.

Corporate Business Plan 2022 to 2026

DEVS 3 - Review and prepare new local planning policies to support implementation of Local Planning Scheme No.8.

Statutory Framework

Local Framework

- Draft Local Planning Policy 6.15 - Design Review Panel; and
- Local Planning Scheme No. 8.

State Framework

- *Planning & Development (Local Planning Schemes) Regulations 2015*; and
- State Planning Policy 7.0 - Design of the Built Environment.

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 Reputation Rating: Medium	Possible	Moderate	The Shire should consider participation in the South West Design Review Panel and consider the participation as a crucial component to long-lasting design excellence and better built form outcomes on significant developments.
Risk Description: Failure to join the South West Design Review Panel will put unnecessary pressure on the Shire’s Development Services team for assessment of design. The panel provides additional statutory weight for scrutinising design and promoting high-quality design outcomes. Without the appropriate mechanisms in place, the Shire Officers assessment of design is unlikely to be met with the same level of respect as suitably qualified design experts.			
Opportunity: The Shire can seek input from a panel of professionals in the field of architecture, landscaping, and sustainability. This feedback can be considered in ‘due regard’ for any decision or recommendation being made by Shire Officers and can assist in promoting a high level of design excellence within the Shire. Furthermore, it will enable the Shire to avoid poor planning outcomes, particularly for ‘legacy’ developments.			

Financial Implications

Budget

Each party will pay their own costs and expenses in respect to the negotiation, preparation, execution, and delivery of the South West Design Review Panel Memorandum of Understanding (MoU). Each party will pay a proportionate share of costs associated with the establishment of the SWDRP including advertising an Expression of Interest, member appointment and reappointment, as necessary.

Each party will also pay a proportionate share of the remuneration and costs for design review panel meetings held, relative to the number of matters presented for consideration.

Parties that do not present an item will not incur any cost other than those outlined above regarding membership of the Panel.



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As per the MoU, the panel chair is to receive a remuneration of \$280 per item, including preparation and review of all proposals prior to the Panel meeting, review of the minutes after the Panel meeting, discussion with Panel Members regarding the minutes and final advice and the provision of the final design advice from that meeting to the participating Local Government.

All other panel members will receive \$260 per item.

The extent of cost recovery from the applicant/proponent will be at the discretion of the individual local government as established through an adopted Local Planning Policy, however it is recognised that providing the first three DRP meetings free-of-charge is considered to encourage engagement between applicants and results in greater levels of participation, as seen in other local governments.

The Shire's Draft Local Planning Policy 6.15 - Design Review Panel is being presented for consultation alongside this report to the July 2023 Ordinary Council Meeting, as is the request to initiate a basic scheme amendment for a DRP head of power to be introduced.

The local planning policy (LPP) details how the Panel will be administered, the thresholds associated with certain developments to be considered, and the payment structure. It is envisaged that the thresholds identified in this draft LPP would see 3-4 items per year be eligible for review by the DRP.

It is estimated that each item presented to a DRP will cost the Shire approximately \$800-\$900. Should the Shire accommodate the cost of each item's first three meetings, it is likely that the Shire would need to budget around \$10,800 per annum for the DRP.

Sustainability Implications

Climate Change and Environmental

The DRP will provide expert commentary on landscaping design and other aspects within the built form that facilitate a greater sustainability, including cross ventilation to apartments or commercial buildings, access to winter sunlight, promotion of water-sensitive landscaping, and greater functionality of open spaces. Such considerations at the design stage will significantly promote the environment within the Shire and assist in the reduction of electricity and water usage.

Social

Design scrutiny provided by the DRP will enhance social interaction and quality of life or experience amongst the community and visitors to the Shire.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.



Officer Comment

Steps to be considered as participating local governments.

The MoU for the SWDRP will need to be signed by a local government representative (Chief Executive Officer or Shire President/Mayor) prior to being formally accepted into the process. The project's steering group seeks to advertise the expression of interest for panel members by 1 August 2023, and is hoping to have the MoU signed by all participating local governments beforehand.

This item is being presented to Council to gain permission to enter the SWDRP process, and subsequently have the MoU signed prior to the deadline set.

Statutory obligations to follow.

Two separate reports are being presented to the July 2023 OCM alongside this report; each detailing specific statutory actions that will need to occur in the event the Shire chooses to participate in the SWDRP.

1. The first report will detail the obligations of the Shire to introduce a provision for a Design Review Panel 'head of power.' This will need to be done by amending the Local Planning Scheme No. 8. The amendment will include a provision which enables any advice provided by the DRP to be considered in assessment and determination of a development application. The report to Council will seek permission to initiate a basic scheme amendment so that this provision can be included in the newly gazetted Local Planning Scheme No. 8; and
2. The second report is the Draft Local Planning Policy 6.15 - Design Review Panel. The Council will need to endorse the policy for public advertising purposes before considering final adoption later. As discussed above, the policy will outline the administration of the DRP.

Summary

The Council is requested to consider the involvement of the Shire of Capel in the South West Design Review Panel (SWDRP). By enabling the Chief Executive Officer to sign the Memorandum of Understanding, the Shire can participate in the process and refer items to a panel of qualified experts in the field of design for further assessment and scrutiny.

The opportunity to be involved in the Design Review Panel process is expected to significantly improve the outcomes of the built environment within the Shire, ensure greater sub-regional consistency between local governments and lead to a far more user-friendly, sustainable, and aesthetically pleasing built product within our community into the future.

Voting Requirements

Simple Majority



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Officer's Recommendation – 14.1.

OC/2023/123 - Officer's Recommendation / Council Decision - 14.1

Moved Cr Mogg, Seconded Cr Dillon.

That Council resolves to grant permission for the Shire of Capel's Chief Executive Officer to sign the Memorandum of Understanding to formally join the South West Design Review Panel.

Carried 7 / 0

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

Against - Nil



14.2. Local Planning Scheme No. 8 - Scheme Amendment Initiation - Design Review Panel Head of Powers

Author	Manager Development Services, Scott Price
Authorising Officer	Director Infrastructure Development, Tanya Gillett
Nature of the Decision	Legislative
Attachments	1. Basic Scheme Amendment Text
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Adopt (initiate) a basic scheme amendment to Local Planning Scheme No. 8 to insert a provision that establishes a Design Review Panel head of power. This approach is consistent with the various other local governments within Western Australia who engage a design review panel (or similar).

Endorsement of the proposed basic scheme amendment will be followed by an introduction of a Local Planning Policy that governs the administration of the Design Review Panel. This will be relatively consistent with the terms of reference.

Officer's Recommendation

That Council:

1. Adopts (initiates) Amendment 1 to the Shire of Capel Local Planning Scheme No. 8.
2. Endorses that Amendment 1 is a Basic Amendment for the following reason(s):
 - a. To ensure consistency with State Planning Policy 7.0 - Design of the Built Environment, which indicates that local governments should have a Design Review Panel.
3. Refers the Amendment to the Environmental Protection Authority (EPA), the Heritage Council of Western Australia (HCWA) and the Western Australian Planning Commission (WAPC) for review and recommendation.

Background

The purpose of a Design Review Panel is to provide the local government with a range of expert advice on urban design, architecture, landscape design and sustainability aspects of proposals.

The Design Review Panel (DRP) provides independent expert advice to applicants and Council on the architecture and design of significant development proposals, to facilitate an improvement in design and the quality of the built environment within the Shire.



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The Shire has expressed a desire to form part of the South West Design Review Panel; a panel that is to be jointly funded by several local governments within the South West, including the City of Bunbury, City of Busselton, Shire of Augusta Margaret River, and the Shire of Collie. The terms of reference for the group have been written to enable further participation of nearby local governments in the future.

The panel performs an advisory function only. Although the panel does not have decision-making powers, its advice will be taken into consideration in the planning assessment and conveyed to the decision-makers once a formal application for Development Approval is lodged.

The Shire has been in discussions with neighbouring local governments since 2019 about the possibility of re-joining the Design Review Panel. The decision to re-join the process was because of several poor built form outcomes within growth areas, and a desire to scrutinise design and architectural quality of significant developments within the Shire which are becoming more frequent.

There was acknowledgement that individual local governments would not receive a consistent number of development applications that would likely warrant a Design Review Panel on a permanent basis, however scope was evident for a panel to assist South West local governments on a 'needs' basis.

Lastly, the newly gazetted Local Planning Scheme No. 8 (LPS8) recodes certain sites to facilitate the possibility of multiple dwellings and mixed-use development. By enabling such developments to be considered, the design and quality of such builds would benefit from the guidance of a Design Review Panel.

Decision Framework

Shire of Capel Strategic Community Plan 2021-2031

Direction 2 - Manage and protect our environment.

2.7 Urban planning that supports sustainable development.

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.

4.3 Contemporary planning and local development.

Corporate Business Plan 2022 to 2026

DEVS 3 - Review and prepare new local planning policies to support implementation of Local Planning Scheme No.8.



Statutory Framework

Local Framework

The Shire's Local Planning Scheme No. 8 (LPS8) will be impacted by the decision to enter into an agreement with the South West Design Review Panel, as a head of power provision will need to be established in the scheme. This report seeks consent from the Council to initiate a scheme amendment to support this process.

State Framework

The scheme amendment is consistent with State Planning Policy 7.0 - Design of the Built Environment, which encourages local governments to establish a Design Review Panel to administer the SPP. The following provisions under the *Planning and Development (Local Planning Schemes) Regulations 2015* apply to the governing of a basic scheme amendment:

- Regulation 34;
- Regulation 35; and
- Regulations 57 to 64.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

Note that the Local Planning Policy (LPP) 6.15 will be presented to Council to be advertised, alongside the scheme amendment. This LPP will introduce administrative guidelines for the Design Review Panel, and outline thresholds for developments and other areas to be considered by the panel.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Legislative Compliance Rating: Medium	Possible	Moderate	Council permission is granted to initiate the basic scheme amendment to include the head of power into LPS8.
Risk Description: Without the head of power provision being introduced into LPS8, the panel's advice would not carry the same statutory weight when being considered by a decision-maker.			
Opportunity: The Shire could seek input from a panel of professionals in the field of architecture, landscaping, and sustainability. This feedback can be considered in 'due regard' for any decision or recommendation being made by Shire Officers and can assist in promoting an elevated level of design excellence within the Shire. Furthermore, it will enable the Shire to avoid poor planning outcomes, particularly for 'legacy' developments.			



Financial Implications

Budget

The costs associated with introducing the panel must be factored into the Shire's financial budget.

The Terms of Reference for the participating local governments outline that the first three Design Review Panel (DRP) meetings should be free-of-charge to the applicant in a bid to encourage participation.

Typically, metropolitan local governments charge approximately \$800-\$900 per item, which covers the resourcing costs of the panel members, administration of agendas/minutes and invitations, as well as Officer time. Should the Shire be provided with the first three meetings free-of-charge for applications, about \$2,700 per application should be factored into any future budget.

Furthermore, the Shire would anticipate 3-4 applications per year worthy of being presented to a DRP for feedback. Based on the estimated costs and frequency in which the Shire would use the panel, about \$10,800 should be set aside yearly to account for the Shire's DRP participation.

Sustainability Implications

Climate Change and Environmental

The DRP will provide expert commentary on landscaping design and other aspects within the built form that facilitate a greater sustainability, including cross ventilation to apartments or commercial buildings, access to winter sunlight, promotion of water-sensitive landscaping, and greater functionality of open spaces. Such considerations at the design stage will promote the environment within the Shire and help reduce electricity and water usage.

Social

Design scrutiny provided by the DRP will enhance social interaction and quality of life or experience amongst community members and visitors within the Shire.

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

As per Part 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, a basic amendment is not required to be advertised for public comment.



Officer Comment

Design Review Panel Head of Power Provision

The Shire will need to introduce a provision in LPS8 to establish a 'head of power' for the DRP. Such a provision will enable due regard to be given to the advice of the South West Design Review Panel in determining particular development applications, establishing a relationship between the development assessment and the design review process.

As such, the amendment to LPS8 should be as follows:

- Insert text at Schedule A – Supplemental provisions to the deemed provisions that reads as follows: - 14A. Design Review Panel and 67 Consideration of application by local government - (2) (zc) Any advice of a Design Review Panel.

The text should read as follows:

'14A. Design Review Panel

- (1) *The Local Government may appoint a Design Review Panel for the purpose of considering and advising the Local Government with respect to applications and/or planning documents.*
- (2) *The Local Government shall prepare and adopt a Local Planning Policy in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 that details the operation of the Design Review Panel and specifies the matters on which the Design Review Panel will be consulted.*
- (3) *When considering applications and/or planning documents on which a recommendation has been made by the Design Review Panel, the decision-maker shall have due regard for that recommendation.*

67 Consideration of application by local government

- (2) (zc) *Any advice of a Design Review Panel.'*

Summary

The Shire is required to initiate a basic scheme amendment to LPS8, should Council opt into the South West Design Review Panel process. The basic scheme amendment will seek to include a provision for a 'head of power' within LPS8 and enable any advice being provided by the DRP to be factored into the decision-making process for development applications.

It is considered that by agreeing to enter the South West Design Review Panel, the two reports seeking to initiate the scheme amendment and advertise the draft Local Planning Policy 6.15 would also be supported to complement the process.

Voting Requirements

Absolute Majority



Officer's Recommendation – 14.2.

OC/2023/124 - Officer's Recommendation / Council Decision - 14.2

Moved Cr Schiano, Seconded Cr Dillon.

That Council:

- 1. Adopts (initiates) Amendment 1 to the Shire of Capel Local Planning Scheme No. 8;**
- 2. Endorses that Amendment 1 is a Basic Amendment for the following reason(s):**
 - a. To ensure consistency with State Planning Policy 7.0 - Design of the Built Environment, which indicates that local governments should have a Design Review Panel.**
- 3. Refers the Amendment to the Environmental Protection Authority (EPA), the Heritage Council of Western Australia (HCWA) and the Western Australian Planning Commission (WAPC) for review and recommendation.**

Carried 7 / 0

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

Against - Nil



14.3. Advertisement of Draft Local Planning Policy 6.15 - Design Review Panel

Author	Manager Development Services, Scott Price
Authorising Officer	Director Infrastructure Development, Tanya Gillett
Nature of the Decision	Legislative
Attachments	1. Draft Local Planning Policy 6.15 - Design Review Panel – July 2023
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Endorse the draft Local Planning Policy 6.15 (Attachment 14.3.1) for public consultation, which seeks to provide guidance of the administration of items presented to the South West Design Review Panel. This policy outlines the operation of the South West Design Review Panel (DRP) and the Shire's procedural administering of applications presented to the DRP.

The policy is designed to provide procedural administration and guidance on thresholds for items to be considered by the DRP, timing and number of meetings available to applicants, assessment process, and information required from applicants.

Officer's Recommendation

That Council:

1. In accordance with the provisions of Schedule 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to advertise draft Local Planning Policy 6.15 - Design Review Panel as set out in Attachment 14.4.1 for public comment for a period of no less than twenty-one (21) days; and
2. Following completion of the public comment period, receive a further report detailing the outcomes of the advertising, including any submissions received, for consideration.

Background

The purpose of a Design Review Panel is to provide the local government with a range of expert advice on urban design, architecture, landscape design and sustainability aspects of proposals. The panel performs an advisory function only. Although the panel does not have decision-making powers, its advice will be taken into consideration in the planning assessment and conveyed to the decision-makers once a formal application for Development Approval is lodged.

The Shire has been in discussions with neighbouring local governments since 2019 about the possibility of a joint Design Review Panel. There was acknowledgement that individual local governments would not receive a consistent number of development applications that would likely warrant a Design Review Panel on a permanent basis, however scope was evident for a panel to assist South West local governments on a 'needs' basis.



The Draft Local Planning Policy contained in Attachment 14.3.1 would complement the proposed basic scheme amendment that is also being presented to the July 2023 Ordinary Council Meeting.

Decision Framework

Shire of Capel Strategic Community Plan 2021-2031

Direction 2 - Manage and protect our environment.

2.7 Urban planning that supports sustainable development.

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.

4.3 Contemporary planning and local development.

Corporate Business Plan 2022 to 2026

DEVS 3 - Review and prepare new local planning policies to support implementation of Local Planning Scheme No.8.

Statutory Framework

Local Framework

- Draft Local Planning Policy 6.15 - Design Review Panel; and
- Local Planning Scheme No. 8.

State Framework

- Clauses 4(1) and 4(2) of *Planning and Development (Local Planning Schemes) Regulations 2015* - Schedule 2 – Deemed provisions for local planning schemes; and
- State Planning Policy 7.0 - Design of the Built Environment; and
- State Planning Policy 7.3 – Residential Design Codes V2 – Apartments

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

A planning policy does not form part of a Scheme and cannot bind the decision maker in respect of an application or planning matter. However, the decision maker is required to have due regard to the provisions and objectives of the policy in its decision making.

The Shire can adopt local planning policies relating to matters of local development under Part 2, Division 2 of the Deemed Provisions. This Policy has been made pursuant to this legislation.

Furthermore, provisions of Schedule 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* require advertising to occur, and a period for making submissions to be no less than a period of twenty-one days after the day on which the notice is first published.



Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Legislative Compliance Rating: Medium	Possible	Moderate	The Council should endorse the draft local planning policy for public consultation.
Risk Description: The failure to have a local planning policy that outlines the procedural administration of the SWDRP will not enable the Shire the statutory powers to 'call in' certain proposals with strategic significance.			
Opportunity: The Shire has the opportunity to seek input from a panel of professionals in the field of architecture, landscaping and sustainability. This feedback can be considered in 'due regard' for any decision or recommendation being made by Shire Officers and can assist in promoting a high level of design excellence within the Shire. Furthermore, it will enable the Shire to avoid poor planning outcomes, particularly for 'legacy' developments.			

Financial Implications

Budget

The costs associated with the introduction of the panel will need to be factored into the Shire's financial budget. The Terms of Reference for the participating local governments outlines that the first three Design Review Panel (DRP) meetings should be free-of-charge to the applicant in a bid to encourage participation.

Typically, metropolitan local governments charge approximately \$800-\$900 per item, which covers the resourcing costs of the panel members, administration of minutes/agendas and invitations, as well as officer time. Should the Shire be providing the first three meetings free-of-charge for applications, a cost of approximately \$2,700 per application should be factored into any future budget.

Furthermore, the Shire would anticipate 3-4 applications per year that would be worthy of being presented to a DRP for feedback. On the basis of the estimated costs and frequency in which the Shire would use the panel, approximately \$10,800 should be set aside on a yearly basis to account for the Shire's DRP participation.



Sustainability Implications

Climate Change and Environmental

The DRP will provide expert commentary on landscaping design and other aspects within the built form that facilitate a greater sustainability, including cross ventilation to apartments or commercial buildings, access to winter sunlight, promotion of water-sensitive landscaping, and greater functionality of open spaces. Such considerations at the design stage will significantly promote the environment within the Shire and assist in the reduction of electricity and water usage.

Social

Design scrutiny provided by the DRP will enhance social interaction and quality of life or experience amongst community members and visitors within the Shire.

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

Should the Council resolve to adopt the policy for the purposes of public advertising it will be advertised for public comment for a period of at least twenty-one (21) days in accordance with clauses 4(1) and 4(2) of the Deemed Provisions.

A further report will be referred to Council at the completion of the public advertising period, with recommendations incorporating any comments received during the advertising period. The report put to Council to consider formal adoption of the local planning policy will be accompanied by a schedule of submissions.

Officer Comment

The intent of the Local Planning Policy 6.15 - Design Review Panel is to provide proponents with guidance on the administration and operation of the Design Review Panel. The policy is segmented into three components: application, procedure, and the appendix.

The application section of the policy outlines the referral thresholds for an item to be eligible for review by the South West Design Review Panel (SWDRP). There is a clause included in this section which enables the Shire to 'call in' an application at its discretion, should it be of a complex or contentious nature, likely to be of significant interest to the community, likely to have a significant impact on the existing or emerging streetscape, being of strategic significance, or likely to benefit from a referral to the SWDRP.



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Furthermore, this section of the policy outlines the timing of when an applicant must request an item to be put to the SWDRP, the minimum notice period for information to be provided, and the number of meetings before formal lodgement of a development application.

The procedure section of the policy steps the applicant through the stages of the design review panel process, which begins when an applicant requests for an item to be referred and concludes when the panel hands its recommendation to the Shire for distribution.

Lastly, the appendix details the required documentation for the panel to consider an item. It is understood that the first DRP meeting is generally to discuss and consider an application at its 'conceptual' stage, and for that reason may not be as detailed as what an item typically would be when presented for a second or third time.

Summary

The draft local planning policy (LPP6.15) presented to the Council has been subject to internal review and refinement, and it is recommended it proceed to public advertising.

A further report will be presented to Council in the future following the conclusion of the advertising period, reporting on any submissions received, and seeking a final decision from Council as to whether to adopt the draft policy, with or without modifications.

Voting Requirements

Simple Majority

Officer's Recommendation – 14.3.

OC/2023/125 - Officer's Recommendation / Council Decision - 14.3

Moved Cr Schiano, Seconded Cr McCleery.

That Council:

1. **In accordance with the provisions of Schedule 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to advertise draft Local Planning Policy 6.15 - Design Review Panel as set out in Attachment 14.4.1 for public comment for a period of no less than twenty-one (21) days; and**
2. **Following completion of the public comment period, receive a further report detailing the outcomes of the advertising, including any submissions received, for consideration.**

Carried 7 / 0

For - Cr Andrew, Cr Dillon, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Schiano and Cr Terranroy

Against - Nil



The Shire President called for a mover and seconder for Item 15.1 Financial Reports 31 May 2023, therefore the item was dealt with before Item 14.4 Local Planning Policies – Final Approval.

15.1. Financial Reports 31 May 2023

Author	Manager Finance, Andrew Mataboni
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Legislative
Attachments	1. Financial Report 2305 New Chart [15.1.1 - 45 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

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

Officer's Recommendation

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

Background

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

Previous Council Decisions

Financial Statement for month ending 30 April 2023 (28 June 2023 Ordinary Council Meeting).

Decision Framework

Shire of Capel Strategic Community Plan 2021-2031

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

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

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 2022-2026

FIN 1 - Statutory reporting of income and expenditures to the Council and regulatory authorities.



Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government (Financial Management) Regulations 1996 r34.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

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

Implications

Risk Implications

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

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

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

Consultation/Engagement

External Consultation



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There has been no external consultation.

Internal Consultation

There has been no external consultation.

Officer's Comment

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

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

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

1. Statement of Financial Activity.
2. Statement of Financial Position.
3. Notes to and Forming Part of the Financial Report.
4. Year to Date Variance Analysis.
5. Capital Works Program.
6. Cash on Hand and Investments.

The Statement of Financial Activity shows operating revenue and expenditure by statutory program and by nature and type, as well as expenditure and revenue from financing and investing activities - comparing actual results for the period with the annual adopted budget and the year-to-date revised budget. For trend analysis purposes, the previous year's annual results and current year forecasts are also presented in the graphs.

May 2023 Financial Analysis Summary

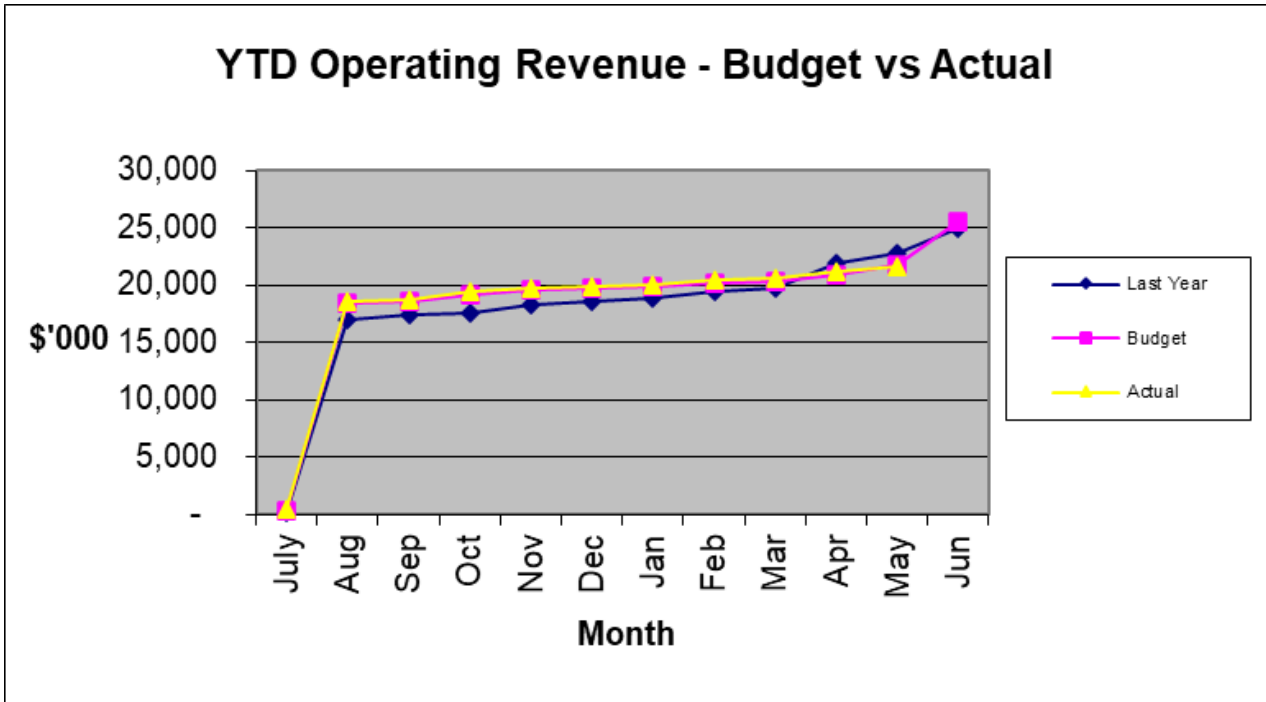
Compared to the 2022/23 Annual Budget, approximately 97.92% of Operating Revenue has been brought to account and 82.78% of the Operating Expenditure has been spent. The 2022/23 Annual Budget was adopted by the Council on 3 August 2022 with rates levied during the month of August 2022. The following graphs compare actual Operating Revenue and Operating Expenditure against the 2022/23 Annual Budget on a year-to-date basis.



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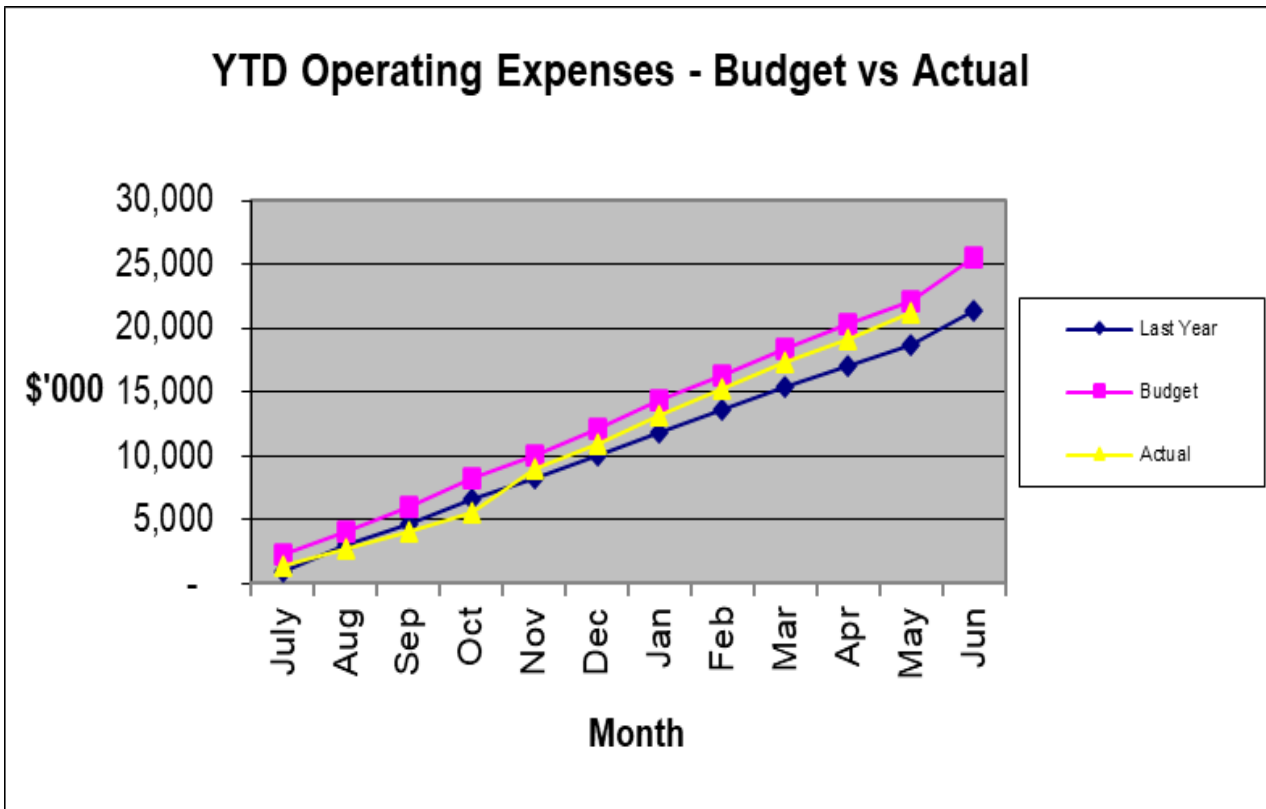
Year to date actual revenue compared to budget and last year.

Graph 1.



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

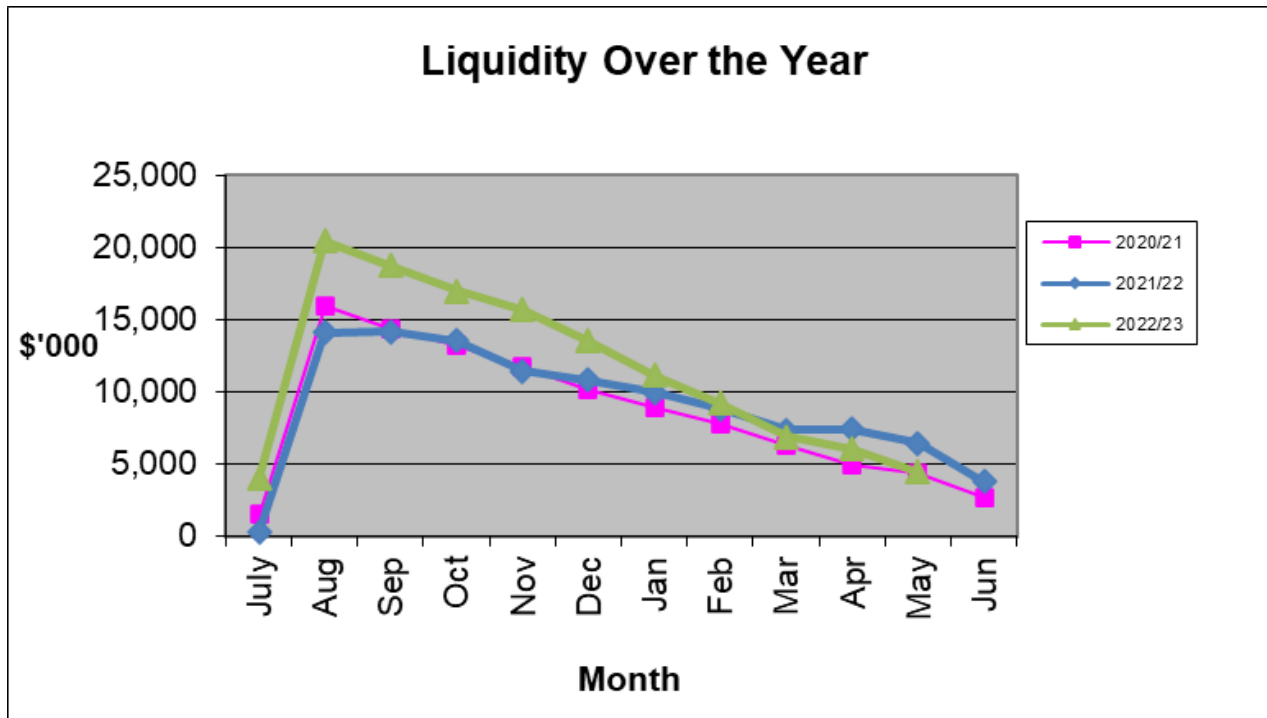
Graph 2.





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

Graph 3.



Overview of above analysis

The Shire's municipal cash and investments position for the month of May 2023 has decreased by \$1,680,209.00 compared to April 2023.

The municipal cash position is an amount of \$21,789,939.00 of which \$18,524,968.00 is restricted for specific purposes as shown at Note 3 in the attachments.

The decrease in the cash position was due to the payment for capital and operating contracts. This was offset by income from rates receipts.

Total interest earned year-to-date is \$283,901.00 which is above the year-to-date budget of \$86,428.00. Future monitoring will continue to track the progress of this income.

The yield return on major bank term deposit investments continues to increase in line with recent Reserve Bank decisions to raise interest rates. This trend is expected to continue as the inflation outlook is revised.

At present, the average investment rate of return is 3.47%. This is below the May 2023 RBA cash rate of 3.85%. As term deposits are reinvested, they are moving to a higher investment rate. There was a 0.25% increase in the Reserve Bank's cash rate target to 4.10% as of 7 June 2023.

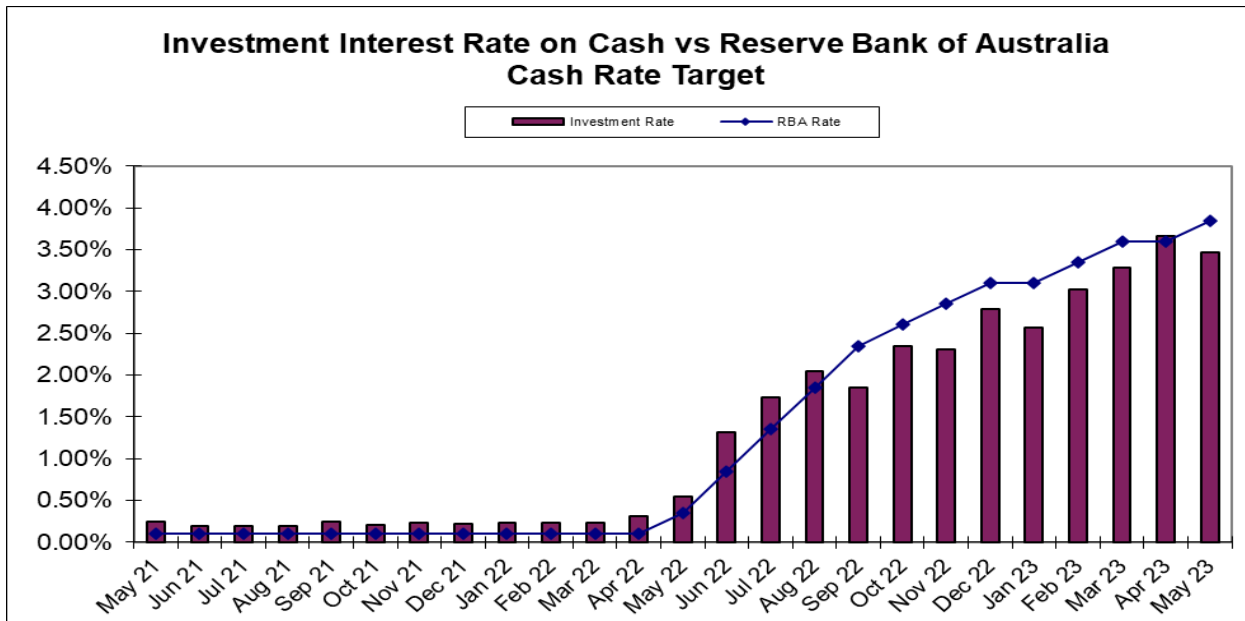
The Shire has term deposits maturing from June 2023 to July 2023 with investment terms of 91 days to 336 days and interest rates from 2.29% to 4.64%.



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The below analysis charts the movement in investment and applied interest rates.

Graph 4.

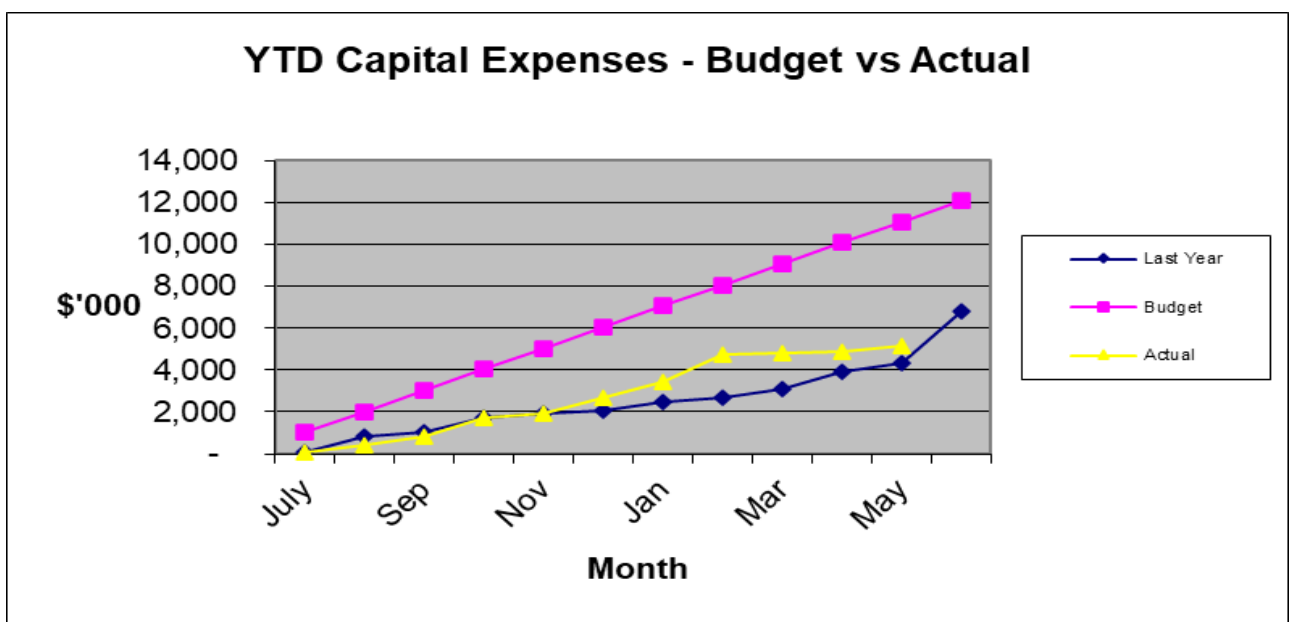


The May review of main capital expenditure items totalled \$275,791.00 and was distributed across the following projects/purchases:

- \$ 251,775.00 Drainage construction.
- \$ 7,888.00 Buildings.
- \$ 11,235.00 Plant.
- \$ 4,751.00 IT Equipment
- \$ 142.00 Book stock.

The following graph compares the actual capital expenditure against the 2022/23 budget on a year-to-date basis and includes the prior year actual for comparative purposes. The overall spend continues to track below budget.

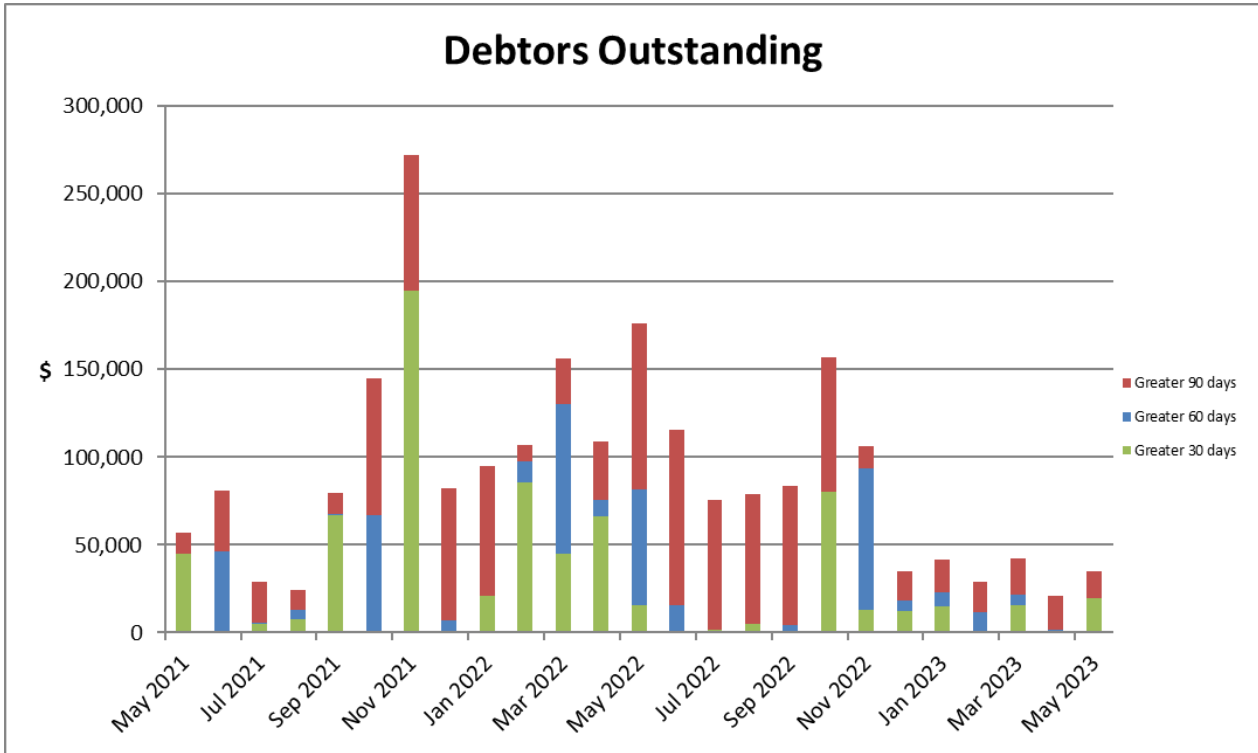
Graph 5





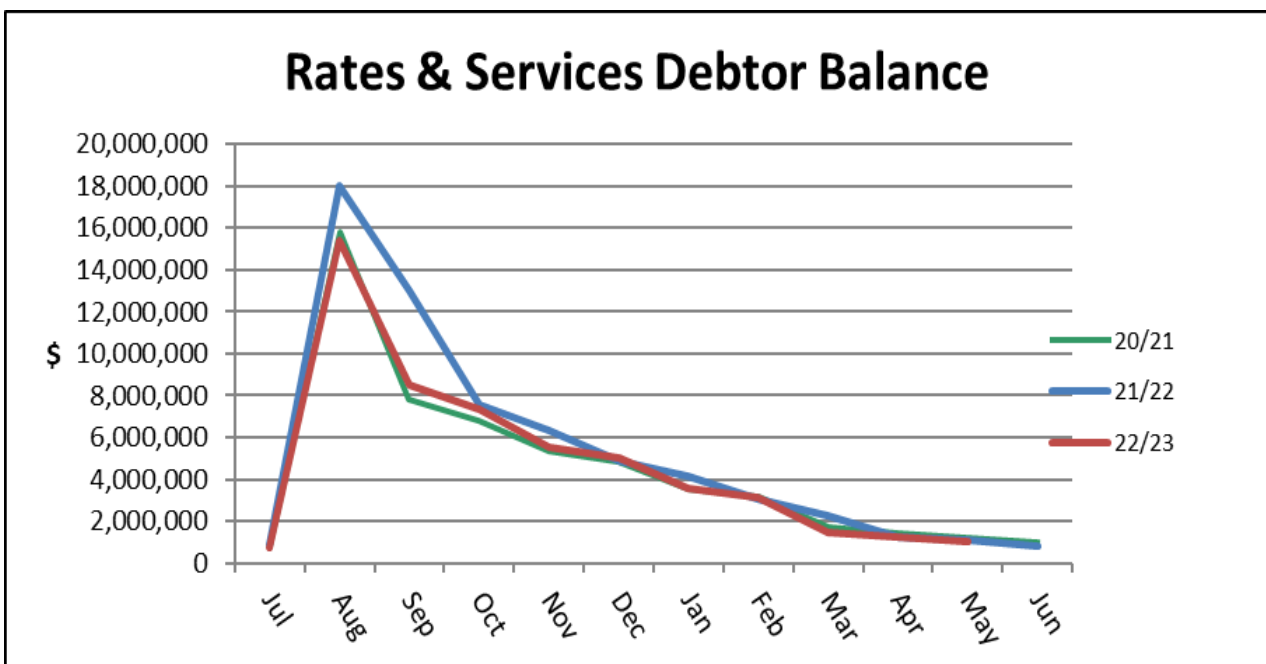
The following graph illustrates the Council's current level of general debt recovery for 30-60 days, 61-90 days and greater than 90 days.

Graph 6.



The following graph illustrates the Council's current level of rate debtors' recovery and compares this with previous years. The amount includes both current and in arrears rates and services debtor balance.

Graph 7.





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The following graph shows the level of rates and services in arrears for the last three years. Rates and services in arrears at the start of each financial year as a percentage of the rates and services debtor balance has been: 2022/23 3.51%, 2021/22 4.22% and 2020/21 4.71%.

The percentage analysis indicates that rates in arrears balances continues to decrease from financial year 2020/21 to 2021/22 and was a direct result of the re-application of interest and instalment fee charges to outstanding rate debtors.

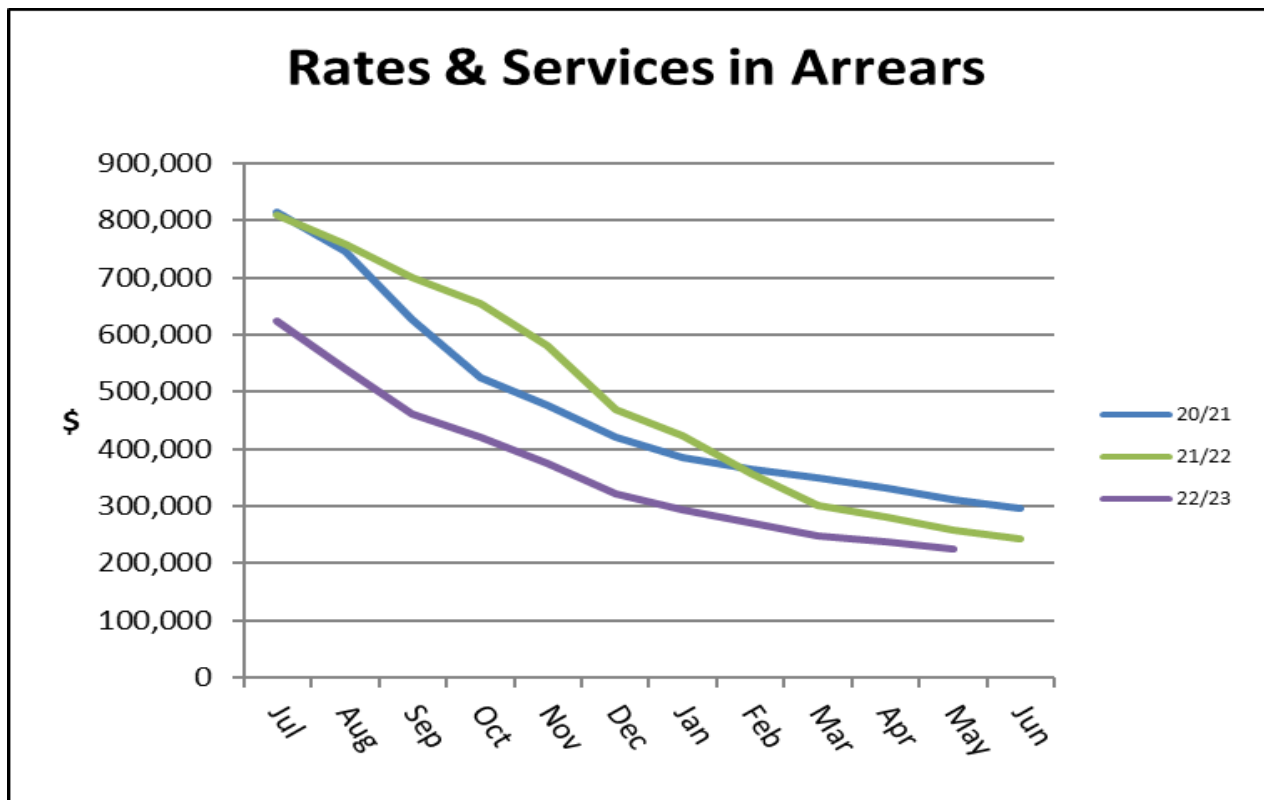
Given the Council’s decision to not charge interest and instalment fee charges for financial year 2022/23, regular monitoring of rate debtor balances is crucial going forward to ensure the Shire’s ongoing cash flow position is sustainable and will support the financial commitments adopted by the Council through the Annual Budget.

The Shire operates a rate collection and debt recovery process which is in the main, managed internally. However, when internal recovery processes fail to collect outstanding rate debt, the Shire contracts a Debt Collection Agency to recoup this debt on the Shire’s behalf.

For this financial year, a total of 76 rate assessments with a cumulative outstanding rate debt balance of \$421,344.46 will be managed by the Debt Collection Agency. This outstanding balance equates to 2.80% of rate revenue.

In line with the Shire’s Financial Hardship Policy, Shire Officers do make every effort to contact residents who have outstanding debt with the Shire and offer a payment plan arrangement or financial assistance advice where able, prior to any recover action being taken.

Graph 8.





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The Council's financial ratios are disclosed in Note 19 of the attached Financial Statements. The year-to-date Debt Service Coverage Ratio and Current Ratio reflect rate revenue recognised to the February period.

Summary

This report monitors the Shire's financial position for the month of May 2023 and tracks the progress against the budget set at the start of the 2022/23 financial year.

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

- 1) Operating revenue increases (Planning application fees and subdivision clearances).
- 2) Operating expenditure decrease (Timing of expenditure on contractors and depreciation).
- 3) Non-cash exclusions (Depreciation).
- 4) Capital expenditure below budget (Timing of expenditure).
- 5) Asset disposal below budget (Timing of disposals).

The May financial statements show the revised forecast year end 2022/23 Net Current Asset position of \$4,960,903.00.

This is an increase to the budgeted amount of \$1,198.00 and the variance between the Shire's budgeted position and forecast year end position is due to the pre-payment of the 2023/24 Financial Assistance Grant required to be recognised as general income in the 2022/23 financial year.

Through the drafting of the Shire's 2023/24 Annual Budget, these funds have been allocated across capital and operational expenses and as such, are not surplus to requirements.

The following table further details the Shire's year end forecast Net Current Asset position:

Table 1.

	2023	2023	
	Original	Year End	
	Total Budget	Forecast	Variance
	\$	\$	\$
OPERATING REVENUES	25,509,980	27,257,340	1,747,360
OPERATING EXPENSES	(25,560,647)	(24,577,140)	983,507
NET OPERATING RESULT	(50,667)	2,680,200	2,730,867
Non-cash amounts excluded	5,010,333	5,192,100	181,767
Capital Expenditure and Income	(11,644,356)	(6,964,453)	4,679,903
Loan/Lease payments	(419,902)	(419,902)	0
Transfers (to) from Reserves	2,491,894	(73,463)	(2,565,357)
Surplus/(Deficit) 1 July B/Fwd	4,613,896	4,546,421	(67,475)
NET CURRENT ASSET POSITION	1,198	4,960,903	4,959,705

The final 2023/24 Annual Budget report to the Council will provide further information relating to the variances presented in the above table.



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Voting Requirements

Simple Majority.

Officer's Recommendation – 15.1.

OC/2023/126 - Officer's Recommendation / Council Decision - 15.1

Moved Cr Schiano, Seconded Cr Dillon.

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

Carried 7 / 0

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

Against - Nil



14.4. Local Planning Policies - Final Approval

Location	Shire of Capel
File Reference	LP.PCY.1
Author	Senior Planning Officer, Adrian Ortega
Authorising Officer	Director Infrastructure Development, Tanya Gillett
Nature of the Decision	Legislative
Attachments	<ol style="list-style-type: none">1. LPP6.7 - Community Engagement2. LPP6.8 - Urban Landscaping3. LPP6.10 - Ancillary Dwellings4. LPP6.11 - Signage and Advertising5. Schedule of Submissions6. Schedule of Modifications
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

The Shire has prepared a series of local planning policies which will assist in the implementation of a robust local planning framework, alongside the final approval and gazettal of the Shire's Local Planning Scheme No. 8 (LPS8).

Following the closure of the public consultation / advertising period, these local planning policies are presented for final consideration and approval:

- LPP6.7 - Community Engagement.
- LPP6.8 - Urban Landscaping.
- LPP6.10 - Ancillary Dwellings; and
- LPP6.11 - Signage and Advertising.

Officer's Recommendation

That Council:

1. In accordance with the provisions of Schedule 2, Part 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
 - a. Adopts the following policies as part of the Local Planning Framework for the Shire of Capel:
 - i. LPP6.7 - Community Engagement (Attachment 14.4.1)
 - ii. LPP6.8 - Urban Landscaping (Attachment 14.4.2)
 - iii. LPP6.10 - Ancillary Dwellings (Attachment 14.4.3)
 - iv. LPP6.11 - Signage and Advertising (Attachment 14.4.4)
 - b. Publishes notice of the policies and ensures that an up-to-date copy of each policy is published in accordance with Schedule 2, Part 12, Clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.



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2. In accordance with the provisions of Schedule 2, Clause 6 of *the Planning and Development (Local Planning Schemes) Regulations 2015*:
 - a. Acknowledges that existing Local Planning Policies 6.1, 6.3, 6.4, 6.5, 6.6, 6.8, 6.9, 6.10, 6.11, 6.12, 6.13, 6.14, 6.15, 6.16, 6.17, 6.18, 6.19, 6.20, 6.21, 6.22, 6.23, 6.27, 6.28 and 6.29 will be revoked at the point in time in which the Shire's draft Local Planning Scheme No. 8 is formally gazetted; and
 - b. Publishes notice of revocation of the above local planning policies in accordance with clause 87 of the Deemed Provisions.

Background

A suite of draft Local Planning Policies was advertised throughout the second half of 2022, which were identified as being critical to complementing the Shire's existing and future planning framework. The suite would form part of the Shire's local planning framework and would be separate to the gazettal of LPS8. By introducing several planning provisions in the form of policies, it enables the Shire to consider future amendments and updates without the need to apply for a scheme amendment.

Previous Council Decisions

OC/2022/229 - The four policies mentioned above were approved for advertising by Council in November 2022.

Six other policies relating to Local Planning Scheme No. 8 were considered by Council for final approval at the April and June 2023 Ordinary Council meetings.

Decision Framework

Shire of Capel Strategic Community Plan 2021-2031

Direction 2 - Manage and protect our environment.

- 2.1 Improved management of our natural environment assets and attractions.
- 2.7 Urban planning that supports sustainable development.

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.

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

- 4.3 Contemporary planning and local development.

Direction 5 - Provide and maintain suitable infrastructure and facilities.

- 5.2 Improved transport options.



Corporate Business Plan 2022 to 2026

DEVS 3 - Review and prepare new local planning policies to support implementation of Local Planning Scheme No.8.

DEVS 24 - Maintain, review and implement Heritage List and Heritage Survey.

DEVS 25 - Review and prepare new planning registers in accordance with planning legislation and Scheme 8.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Clauses 4(3) to 4(7) inclusive of *Planning and Development (Local Planning Schemes) Regulations 2015* - Schedule 2 – Deemed provisions for local planning schemes.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

A planning policy does not form part of a Scheme and cannot bind the decision maker in respect of an application or planning matter. However, the decision maker is required to have due regard to the provisions and objectives of the policy in its decision making.

The Shire can adopt local planning policies relating to matters of local development under Part 2, Division 2 of the Deemed Provisions. These policies have been made pursuant to this legislation.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Legislative Compliance Rating: Low	Unlikely	Moderate	Adopt the Local Planning Policies for the purposes of enforcing the Shire's Local Planning Framework, and ability to consider and determine development proposals.
Risk Description: Failure to adopt new local planning policies will result in no development controls for future development once Local Planning Scheme No. 8 is gazetted. This can potentially lead to several development applications being lodged with no statutory ability for the Local Government to assess or determine.			
Opportunity: Application of policies which could contain clearer and more comprehensive provisions to achieve the intent and objectives of the local planning framework more effectively.			



Financial Implications

Budget

Costs related to the adoption of the Local Planning Policies will be met through the Shire's existing budget.

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

The Local Planning Policies generally conform with sustainable development principles.

Social

The Local Planning Policies will support positive community outcomes by encouraging community engagement and promoting the development of ancillary dwellings.

Economic

The Local Planning Policies will support economic development through the increase in construction opportunities for Ancillary Dwellings, increased residential catchment for local businesses and through the provision of signage to increase local business exposure without compromising visual amenity or public safety.

Asset

The Local Planning Policies may impact Shire assets, such as those forming part of the urban landscape.

Consultation/Engagement

External Consultation

The draft policies were required to be advertised for a period of at least twenty-one (21) days in accordance with clauses 4(1) and 4(2) of the Deemed Provisions. Given the Shire's Development Services sought a high level of input and feedback for refinement, the policies were instead advertised for a period of 42 days. Notices were placed in the local newspaper circulating within the Shire and uploaded to the Shire's website.

The Shire had received three submissions on the Local Planning Policies at the conclusion of the public consultation period (28 April 2023), one from Department of Biodiversity, Conservation and Attractions (DBCA), one from Department of Water and Environmental Regulation (DWER) and one from Main Roads WA (MRWA) (Attachment 14.4.5).

No submissions from community members were received.



The submissions from the agencies have resulted in several modifications to the various draft local planning policies which are set out in the Schedule of Modifications (Attachment 14.4.6). Through the preparation of the Local Planning Policies, the Shire received extensive advice from the Department of Planning, Lands and Heritage which has resulted in several modifications to all the Local Planning Policies. Council should be aware that the advice provided by the Department of Planning, Lands, and Heritage (DPLH) was informal and could not be recorded as a formal submission on the policies.

Officer Comment

A local planning policy provides additional criteria for development assessment not otherwise appropriately contained in a planning scheme. The policies have been prepared to add additional objectives, development criteria and guidance on the application of provisions of LPS8. Due regard is to be given to the provisions of each policy in assessing any relevant new development proposals. Having these provisions controlled through a local planning policy will enable the Shire to respond to any changes or update provisions without seeking a scheme amendment, which would occur if the majority of controls were instead forming part of LPS8. The primary matters set out in each draft policy and any proposed modifications resulting from the advertising are summarised below.

Local Planning Policy 6.7 - Community Engagement

This Local Planning Policy sets out how the Shire will consult and engage with the community on planning proposals, over and above the statutory minimum requirements. Community engagement on major proposals in the Shire is a key element of the Shire's Local Planning Strategy with individual strategies and actions. This draft Policy is consistent with the recently adopted Shire of Capel Community Engagement Framework 2022 to 2026.

The Shire considers that the involvement of all community members – be they residents, landowners, businesses, visitors or other interested parties - in making plans and decisions on planning proposals is essential to ensure the use and development of land in the Shire is meeting the needs of the community, is sustainable and results in the best possible outcomes for all.

In response to advice from DPLH, minor changes were made to the LPP to ensure consistency of wording, clarifying when signs are required, responsibility for signage costs and consultation standards.

Local Planning Policy 6.8 - Urban Landscaping

This Policy sets out the Council's requirements for the landscaping and planting of public spaces, streets and development sites in urban areas within the Shire.

The Shire recognises the limited statutory capabilities to enforce and implement a comprehensive landscaping outcome on residential and non-residential developments. This policy will seek to provide design guidance to applicants and promote a positively aesthetic, environmentally friendly outcome through requirements that increase canopy coverage and palettes containing water sensitive vegetation.

In response to advice from DPLH, changes were made to ensure clarity for when development approval would be granted.



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In response to advice from DWER, a number of changes were made to the LPP to add irrigation and watering requirements, maximum slope requirements, identification of water supplies, consistency in wording, planting requirements and water-wise species selection.

Local Planning Policy 6.10 - Ancillary Dwellings

This Policy establishes the Shire's position in relation to the development of ancillary dwellings in rural and non-urban areas of the Shire. The development of Ancillary Dwellings in urban areas where the Residential Design Codes apply is determined in accordance with the R-Codes and other relevant provisions of the Shire of Capel Local Planning Scheme No.8, rather than this Local Planning Policy.

In response to advice from DPLH, minor amendments were made to the policy to clarify the type of buildings acceptable, the number of Ancillary Dwellings permissible and consultation requirements.

In response to advice from DWER, a minor amendment was made to clarify when there would be the need for a Greater Bunbury Region Scheme application.

Local Planning Policy 6.11 - Signage and Advertising

This Policy establishes the Shire's position in relation to the development of signs and adverts for a range of business or commercial purposes, ancillary to the main use of premises on which the sign is located.

Signs are a significant element of the Shire's built and rural areas. Signage can add vitality to urban centres and help identify the location of businesses in rural settings. The effectiveness of signage is compromised if the design, siting and numbers are not managed. Inappropriate signage can impact on the visual amenity of an area and compromise public safety.

In response to advice from DPLH, minor amendments were made to clarify the process for non-conforming uses and when development approval is necessary.

In response to advice from Main Roads, amendments to the policy were made to clarify when Main Roads approval is necessary and ensure that proposals received by the Shire are compliant with Main Roads' standards.

Summary

Through the advertising and advice provided by State Government agencies, including the input from DPLH, significant modifications and improvements have been made to the draft LPPs to ensure clarity and effectiveness in their application to development proposals.

Voting Requirements

Absolute Majority



Officer's Recommendation – 14.4.

OC/2023/127 - Officer's Recommendation / Council Decision - 14.4

Moved Cr Schiano, Seconded Cr Dillon.

That Council:

1. In accordance with the provisions of Schedule 2, Part 2, Clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:

a. Adopts the following policies as part of the Local Planning Framework for the Shire of Capel:

- i. LPP6.7 - Community Engagement (Attachment 14.4.1)**
- ii. LPP6.8 - Urban Landscaping (Attachment 14.4.2)**
- iii. LPP6.10 - Ancillary Dwellings (Attachment 14.4.3)**
- iv. LPP6.11 - Signage and Advertising (Attachment 14.4.4)**

b. Publishes notice of the policies and ensures that an up-to-date copy of each policy is published in accordance with Schedule 2, Part 12, Clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

2. In accordance with the provisions of Schedule 2, Clause 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:

a. Acknowledges that existing Local Planning Policies 6.1, 6.3, 6.4, 6.5, 6.6, 6.8, 6.9, 6.10, 6.11, 6.12, 6.13, 6.14, 6.15, 6.16, 6.17, 6.18, 6.19, 6.20, 6.21, 6.22, 6.23, 6.27, 6.28 and 6.29 will be revoked at the point in time in which the Shire's draft Local Planning Scheme No. 8 is formally gazetted; and

b. Publishes notice of revocation of the above local planning policies in accordance with clause 87 of the Deemed Provisions.

Carried 7 / 0

For - Cr Andrew, Cr Dillon, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Schiano and Cr Terrantry

Against - Nil



15. Community and Corporate Reports

15.2. Accounts Paid during the Month of June 2023

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

Proposal

Accounts paid during June 2023 have been checked and certified by staff as being correct and 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 2023 be received and recorded in the minutes of the Council, the summary of which follows:

- 1 The Schedule of Accounts covering EFT42859 to EF43127, CHQ50712 to CHQ50717 totalling \$2,268,086.59 during the month of June 2023.
- 2 Payroll payments for the month June 2023, totalling \$480,672.57.
- 3 Transfers to and from investments as listed.

Background

Accounts paid are required to be submitted each month.

Decision Framework

Shire of Capel Strategic Community Plan 2021-2031

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 2022-2026

- FIN 1 - Statutory reporting of income and expenditures to the Council and regulatory authorities.
 - FIN 10 - 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-
 - (i) The payee's name;
 - (ii) The amount of the payment; and
 - (iii) Sufficient information to identify the transaction;and
 - b. the date of the meeting of the council to which the list is to be presented.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Financial Reports
- Legislative Compliance
- Purchasing



Implications

Risk Implications

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

Financial Implications

Budget

Creditor payments 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.



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Officer's Comment

Payments made during the month of June 2023 are as follows:

EFT42859	01/06/2023	AMITY SIGNS	SIGNS FOR WASTE TRANSFER STATION	260.70
EFT42860	01/06/2023	BENDIGO BANK EMERGENCY SERVICES DEBIT CARD	BFB TRAINING CATERING	119.70
EFT42861	01/06/2023	COLROYS COUNTRY KITCHEN	VARIOUS CATERING	470.50
EFT42862	01/06/2023	EARTH 2 OCEAN COMMUNICATIONS	REPLACEMENT ANTENNA FOR SHIRE FLEET VEHICLE	87.00
EFT42863	01/06/2023	GOLDEN WEST PLUMBING & DRAINAGE	REPAIR TAP AT BOYANUP COMMUNITY CENTRE UNBLOCK WASTE OUTLET AT DALYELLUP SKATEPARK TOILETS AND SUPPLY AND INSTALL SINK TAPE AND WASTE PIPE AT DEPOT	1,168.75
EFT42864	01/06/2023	FRESH FLORAL STUDIO	3 X ANZAC WREATHS (30CM)	225.00
EFT42865	01/06/2023	CONNECT CALL CENTRE SERVICES	AFTER HOURS CALL ANSWERING AND RE-DIRECTION BILLED MONTHLY	381.10
EFT42866	01/06/2023	JB HI FI GROUP PTY LTD	MOBILE PHONE REPLACEMENTS	5,115.55
EFT42867	12/06/2023	PRECISION ADMINISTRATION SERVICES PTY LTD	Cancelled refer EFT42908	
EFT42868	01/06/2023	IINET	DALYELLUP LIBRARY INTERNET - BILLED MONTHLY	119.94
EFT42869	01/06/2023	WESTNET PTY LTD	SHIRE OF CAPEL ADMIN AND CAPEL LIBRARY INTERNET - BILLED MONTHLY	219.98
EFT42870	01/06/2023	DE LAGE LANDEN PTY LIMITED	SHIRE PHOTOCOPIER LEASE PAYMENTS	1,051.27
EFT42871	02/06/2023	DE LAGE LANDEN PTY LIMITED	SHIRE PHOTOCOPIER LEASE PAYMENTS	155.21
EFT42872	07/06/2023	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS - WA AIBS	ONLINE WEBINAR	780.00



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EFT42873	07/06/2023	AUSTRALIAN INSTITUTE OF MANAGEMENT WA HRD LTD	PROFESSIONAL DEVELOPMENT	809.00
EFT42874	07/06/2023	AMPAC DEBT RECOVERY	PROFESSIONAL FEES	2,854.50
EFT42875	07/06/2023	ARBORGUY	REMOVE DAMAGED STEM FROM TREE ON SAMROSE ROAD	770.55
EFT42876	07/06/2023	BLACKWOODS	PROTECTIVE MASKS FOR SPRAYING	462.40
EFT42877	07/06/2023	BUDGET CAR & TRUCK RENTALS	HIRE OF 4X4 DUAL CAB	2,433.20
EFT42878	07/06/2023	BRIDGESTONE SERVICE CENTRE BUNBURY	BFB TYRE REPLACEMENTS	86.00
EFT42879	07/06/2023	CARBONE BROS PTY LTD	GRAVEL SUPPLY	5,638.81
EFT42880	07/06/2023	DISPLAY ME	CLIPBACK BROCHURE HOLDER FOR LIBRARIES	256.85
EFT42881	07/06/2023	ES2 PTY LTD	CP-HAR-EC-COMP-EMAIL-APPS-1Y ANTI-PHISHING, ANTI-MALWARE AND DATA LOSS PREVENTION SOFTWARE	22,305.68
EFT42882	07/06/2023	GOLDEN WEST PLUMBING & DRAINAGE	REPLACE CRACKED PEDESTAL LADIES' CUBICLE TOILETS NEAR RECEPTION AREA IN SHIRE OFFICE	865.15
EFT42883	07/06/2023	KEEN'S TRUCK DRIVING TRAINING	TRAINING	965.00
EFT42884	07/06/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	PURCHASE EVENTS TRAILER FOR STORING EVENTS EQUIPMENT	3,000.00
EFT42885	07/06/2023	LANDGATE	MINING TENEMENTS AND LAND VALUATIONS	711.50
EFT42886	07/06/2023	MAINSPRAY	TREE PLANTING 5 MILE BROOK	5,390.00
EFT42887	07/06/2023	MCDONALD FENCING	REMOVE SUPPLY AND INSTALL A FURTHER 500MM OF 1500 OF FENCING AT BOYANUP MEMORIAL PARK	1,061.50
EFT42888	07/06/2023	MALATESTA ROAD PAVING AND HOTMIX	EMULSION FOR ROAD WORKS	960.00



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EFT42889	07/06/2023	PROMOTE YOU	STAFF BADGES	330.00
EFT42890	07/06/2023	PICTON TRAILER HIRE	HIRE OF 8X5 CAGE TRAILER	1,800.00
EFT42891	07/06/2023	PRIME INDUSTRIAL PRODUCTS	CONSUMABLES FOR TRACTOR	14.98
EFT42892	07/06/2023	HARCHER PRESTIGE BUSSELTON	CLEANING AND TOILETRIES SUPPLIES	1,236.10
EFT42893	07/06/2023	RECRUITWEST PTY LTD	LABOUR HIRE	4,923.70
EFT42894	07/06/2023	STEWART & HEATON CLOTHING CO PTY LTD	BFB PPE	1,100.00
EFT42895	07/06/2023	SOUTHERN LOCK & SECURITY	3 X SAFE KEYS FOR BOYANUP COMMUNITY CENTRE	166.00
EFT42896	07/06/2023	SOS OFFICE EQUIPMENT	SHIRE PHOTOCOPIER METER BILLING	444.91
EFT42897	07/06/2023	SYNERGY	ELECTRICITY	1,212.47
EFT42898	07/06/2023	SDH PAINTING & DECORATING	REPAINTING OF SHIRE BUILDINGS AND GRAFFITI REMOVAL AT DALYELLUP SPORTS PAVILION EAST	25,313.20
EFT42899	07/06/2023	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICALS	305.80
EFT42900	07/06/2023	SLMC PROPERTY AUSTRALIA	MONTHLY LEASE FEE - DALYELLUP PUBLIC LIBRARY	7,682.61
EFT42901	07/06/2023	TOTALLY WORKWEAR	STAFF UNIFORM ALLOWANCES	635.25
EFT42902	07/06/2023	THINK WATER BUNBURY	PARTS TO REPLACE DAMAGED VALVE AT SHERWOOD PARK	24.20
EFT42903	07/06/2023	TYREPOWER CAPEL	4 NEW TYRES FOR SHIRE FLEET VEHICLE	1,295.00
EFT42904	07/06/2023	TRANEN REVEGETATION SOUTHWEST	MECHANICAL WORKS - DALYELLUP BUSHLAND RESERVES INCLUDES CHEMICAL SPRAY APPLICATIONS	33,314.60
EFT42905	07/06/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	48.06
EFT42906	07/06/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 76 REPAYMENT	84,004.51



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EFT42907	07/06/2023	WORKPAC GROUP	LABOUR HIRE	2,389.64
EFT42908	07/06/2023	PRECISION ADMINISTRATION SERVICES PTY LTD	MAY SUPERANNUATION	84,898.71
EFT42909	12/06/2023	BENDIGO BANK BUSINESS CREDIT CARD	<p>MAY CREDIT CARD TRANSACTIONS:</p> <p>3.5.2023 - EB PURCHASE - \$140.00 - TICKETS TO STATE BUDGET LUNCH - CARD 253 - CEO</p> <p>3.5.2023 - TICKETS - STATE - \$56.88 - TICKET TO STATE BUDGET LUNCH- CARD 253 -CEO</p> <p>6.5.2023 - OK ALONE - \$300.88 - OK ALONE MOBILE APPLICATION SUBSCRIPTION - CARD 442 - DCC</p> <p>6.5.2023 - INTERNATIONAL TRANS FEE FOR ABOVE - \$9.03</p> <p>6.5.2023 - SQ BUSSELTON FLORIST - \$95.00 - CONDOLENCE FLOWERS - CARD 261 - MFIN</p> <p>7.5.2023 - FACEBOOK - \$100.00 - BOOSTED ADVERTISING FOR YOUTH WEEK EVENT - CARD 253 - CEO</p> <p>7.5.2023 - INTERNATIONAL TRANSACTION FEE FOR ABOVE</p> <p>7.5.2023 - ZOOM - \$24.63 - ZOOM PRO AND WEBINAR SUBSCRIPTION - CARD 442 - DCC</p> <p>7.5.2023 - INTERNATIONAL TRANSACTION FEE FOR ABOVE - .74</p> <p>9.5.2023 - SAFETY CULTURE - ANNUAL SUBSCRIPTION FOR I AUDITOR - \$250.80 - CARD 442 - DCC</p> <p>10.5.2023 - SETTLERS - \$516.00 - ACCOMMODATION FOR</p>	2,498.56



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			<p>TRAINING - CARD 442 - DCC 12.5.2023 - TASTE OF DALYELLUP - MEETING - \$18.60 - CARD 253 - CEO 17.5.2023 - SURVEYMONKEY - SURVEY SUBSCRIPTION - \$99.00 - CARD 261 - MFIN 23.5.2023 - ROSE & CROWN - \$808.00 - ACCOMMODATION FOR TRAINING - CARD 442 - DCC 24.5.2023 EB - \$60.00 - INVEST IN SOUTH WEST EVENT - CARD 253 - CEO 30.5.2023 - CARD FEES X 4 - \$16.00</p>	
EFT42910	12/06/2023	OPTUS BILLING SERVICES PTY LTD	MOBILE EXPENSES - BILLED MONTHLY	959.50
EFT42911	12/06/2023	SYNERGY	ELECTRICITY	269.23
EFT42912	09/06/2023	MINISTRY OF JUSTICE	ONGOING REFERRAL COSTS	81.00
EFT42913	14/06/2023	WA FUEL SUPPLIES PTY LTD	BOYANUP BFB - FUEL FOR BOYANUP APPLIANCES	86.18
EFT42914	15/06/2023	AUSTRALIA POST	POSTAGE	2,781.21
EFT42915	15/06/2023	AUSTRALIA DAY COUNCIL OF WA (INC)	SILVER ASSOCIATE MEMBERSHIP	388.00
EFT42916	15/06/2023	AUSQ TRAINING	TRAINING	766.00
EFT42917	15/06/2023	AMPAC DEBT RECOVERY	DEBT RECOVERY - POOL INSPECTION FEES	6.42
EFT42918	15/06/2023	CASHFLOW FINANCE AUSTRALIA PTY LTD (ADVANCED TRAFFIC MANAGEMENT)	TRAFFIC MANAGEMENT PEPPERMINT GROVE BEACH	1,505.90
EFT42919	15/06/2023	AMITY SIGNS	RURAL STREET PLATE	32.45
EFT42920	15/06/2023	BUNBURY MOWER SERVICE	CONSUMABLES	170.00
EFT42921	15/06/2023	CONSTRUCTION TRAINING FUND	MAY 2023 BCITF REMITTANCE	497.01
EFT42922	15/06/2023	CAPEL HARDWARE & FARM SUPPLIES	VARIOUS HARDWARE EXPENSES	550.85
EFT42923	15/06/2023	CAPEL FRESH IGA	REFRESHMENTS AND STATIONERY	530.52



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EFT42924	15/06/2023	CAPEL NEWSAGENCY	NEWSPAPER PURCHASES CAPEL LIBRARY	70.70
EFT42925	15/06/2023	CHLOE BROWN	CATERING	44.57
EFT42926	15/06/2023	CJ CIVIL SOLUTIONS	REPLACE TACTILE INDICATORS ON PRAM RAMPS PARADE RD AND ATKINS RD, DALYELLUP	4,246.00
EFT42927	15/06/2023	CARBONE BROS PTY LTD	GRAVEL SUPPLY	21,560.84
EFT42928	15/06/2023	COLROYS COUNTRY KITCHEN	PLACE PLAN SERIES CATERING	1,612.00
EFT42929	15/06/2023	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUT IONS	599.94
EFT42930	15/06/2023	DALYELLUP PRIMARY SCHOOL	DALYELLUP PRIMARY SCHOOL NAIDOC WEEK T- SHIRTS ORDER	3,000.00
EFT42931	15/06/2023	DEPARTMENT OF TRANSPORT	ONGOING ANNUAL DISCLOSURE OF INFORMATION FEES	8.20
EFT42932	15/06/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	MAY 2023 BSL REMITTANCE	8,873.32
EFT42933	15/06/2023	ASHLEY PETER DILLON	CROSSOVER CONTRIBUTION	375.00
EFT42934	15/06/2023	EASIFLEET MANAGEMENT	VEHICLE PAYROLL DEDUCTION	10,227.81
EFT42935	15/06/2023	EMERG SOLUTIONS PTY LTD	BART LICENCES	480.00
EFT42936	15/06/2023	GOLDEN WEST PLUMBING & DRAINAGE	BACKFLOW DEVICE TESTING, REPLACEMENT OF ANTI-VANDAL TAP AT CAPEL DUMP POINT, REFIX HAND BASIN AT CHILDRENS CENTRE CAPEL, VARIOUS WORKS AT CAPEL SPORTS PAVILION, PEPPERMINT GROVE BEACH TOILETS AND DEPOT AND INVESTIGATE HEAT PUMP AT DALYELLUP PAVILION	2,279.75
EFT42937	15/06/2023	DEPT OF FIRE AND EMERGENCY SERVICES (DFES).	ESL QTR 4	119,851.30



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EFT42938	15/06/2023	THE FAT BIRDIE	VOUCHERS FOR COMMUNITY AWARDS	110.00
EFT42939	15/06/2023	FIT 2 WORK.COM.AU	POLICE CHECKS	121.77
EFT42940	15/06/2023	FLEET NETWORK	VEHICLE PAYROLL DEDUCTION	590.98
EFT42941	15/06/2023	GRACE RECORDS MANAGEMENT	DIGITISE HISTORICAL SUBJECT SPECIFIC FILES	16,628.30
EFT42942	15/06/2023	GANNAWAYS CHARTERS AND TOURS	BUS CHARTERS FOR SENIORS OUTING TO MANDURAH	1,312.50
EFT42943	15/06/2023	INTERFIRE AGENCIES PTY LTD	BFB GLOVES	59.62
EFT42944	15/06/2023	QUEST INNALOO	ACCOMMODATION FOR TRAINING	186.00
EFT42945	15/06/2023	LANDGATE	LAND VALUATIONS	15,842.39
EFT42946	15/06/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	IGNITE LEADERSHIP PROGRAM	2,980.00
EFT42947	15/06/2023	MUIR'S MANJIMUP	SHIRE FLEET VEHICLE SERVICE	526.15
EFT42948	15/06/2023	MCDONALD FENCING	PEPPERMINT GROVE BEACH CARPARK FENCING REPAIRS	907.50
EFT42949	15/06/2023	NATURALISTE TURF	APPLICATION OF JOLT FOR BROADLEAF ISSUE IN SHERWOOD, WENTWORTH AND DAABLONE AND TURF MAINTENANCE TO SHIRE SPORTING FIELDS	9,812.11
EFT42950	15/06/2023	THE NIGHTGUARD SECURITY SERVICES (WA) PTY LTD	SHIRE NIGHTLY SECURITY PATROLS	3,267.53
EFT42951	15/06/2023	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY	385.42
EFT42952	15/06/2023	OBAN GROUP	TERMITE SPRAYING AT CAPEL AND DALYELLUP COMMUNITY CENTRE, DEPOT, SENIOR CITIZENS CENTRE, ELGIN HALL, AND HUGH KILPATRICK MEMORIAL HALL	1,834.25



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EFT42953	15/06/2023	PROTECTOR FIRE SERVICES	LIBRARY TRAINING	950.40
EFT42954	15/06/2023	PICTON CIVIL PTY	REMOVAL OF ASBESTOS	3,190.00
EFT42955	15/06/2023	PRIME INDUSTRIAL PRODUCTS	DEPOT SUPPLIES	564.73
EFT42956	15/06/2023	P E CIVIL	RFQ FIRE ACCESS WAY - SURFACING AND MECHANICAL WORKS	34,749.00
EFT42957	15/06/2023	AUSTRALIAN TAXATION OFFICE	PAYG WITHHOLDING #124	73,361.00
EFT42958	15/06/2023	RECRUITWEST PTY LTD	LABOUR HIRE	1,985.72
EFT42959	15/06/2023	STEWART & HEATON CLOTHING CO PTY LTD	BFB BADGES	81.84
EFT42960	15/06/2023	SOUTHERN LOCK & SECURITY	REPLACE BATTERY IN ALARM SYSTEM CAPEL SHIRE DEPOT	203.50
EFT42961	15/06/2023	SOS OFFICE EQUIPMENT	SHIRE PHOTOCOPIER METER BILLING - FEBRUARY AND MAY	5,603.51
EFT42962	15/06/2023	SATTERLEY PROPERTY GROUP PTY LTD	T5633 STAGE 19 E WETLANDS PHASE 3 OUTSTANDING WORKS BOND REFUND	123,955.87
EFT42963	15/06/2023	SYNERGY	ELECTRICITY	36,661.09
EFT42964	15/06/2023	SDH PAINTING & DECORATING	REMOVAL OF GRAFFITI ON GAZEBO AT SOUTH PARK, DALYELLUP SKATEPARK, CENTRAL PARK AND SOUTH POS TOILET BLOCK AND BROOKDALE ROAD BUS SHELTER	1,457.50
EFT42965	15/06/2023	SMARTSALARY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	2,006.69
EFT42966	15/06/2023	SILENT DISCO HIRE WAREHOUSE	HIRING HEADPHONES FOR SILENT DISCO	700.00
EFT42967	15/06/2023	LARISSA SMITH	RATES REFUND	1,605.65
EFT42968	15/06/2023	TOTALLY WORKWEAR	STAFF UNIFORM ALLOWANCES	1,059.75
EFT42969	15/06/2023	TARVIA	ANNUAL TIMBER MAINTENANCE OF ASSETS AT JOSHUA BROOK LAKE	1,965.70



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EFT42970	15/06/2023	TYREPOWER CAPEL	BFB VEHICLE REPLACEMENT TYRE	485.00
EFT42971	15/06/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	40.41
EFT42972	15/06/2023	WORK CLOBBER BUNBURY	PERSONAL AND PROTECTIVE EQUIPMENT	822.20
EFT42973	15/06/2023	WEST COAST SHADE	DISMANTLE AND REPAIR SHADE SAIL, REPAIR PERIMETER DAMAGE AND REINSTATE SHADE AT ERLE SCOTT RESERVE	715.00
EFT42974	15/06/2023	WORKPAC GROUP	LABOUR HIRE	3,872.79
EFT42975	15/06/2023	WOOLWORTHS LIMITED (WA)	CAPEL YOUTH SERVICES CATERING	58.92
EFT42976	15/06/2023	TELSTRA CORPORATION LTD	MOBILE PHONE MONTHLY EXPENSES	877.88
EFT42977	16/06/2023	IINET	IINET INTERNET ACCESS FOR DEPOT - MONTHLY	109.99
EFT42978	19/06/2023	TELSTRA CORPORATION LTD	TELSTRA LANDLINES - BUILDING (97270228,)	317.96
EFT42979	21/06/2023	AUSQ TRAINING	STAFF TRAINING	766.00
EFT42980	21/06/2023	CR KAARA ANDREW	COUNCILLOR ALLOWANCE JUNE 2023	2,904.50
EFT42981	21/06/2023	AMITY SIGNS	SAFETY SIGNAGE FOR MOWING, SPRAYING AND IRRIGATION	3,517.80
EFT42982	21/06/2023	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	478.48
EFT42983	21/06/2023	BUSSELTON MOTORS PTY LTD	SHIRE FLEET VEHICLE SERVICE	300.00
EFT42984	21/06/2023	BOYANUP GENERAL STORE & NEWSAGENCY	NEWSPAPER PURCHASES BOYANUP LIBRARY	31.90
EFT42985	21/06/2023	LISA MARIE BLEE	SPORTS PARTICIPATION	200.00
EFT42986	21/06/2023	BP AUSTRALIA	DIESEL AND UNLEADED FUEL SUPPLY AND DELIVERY TO DEPOT	10,350.12
EFT42987	21/06/2023	CAPEL GARAGE	SERVICE MOSQUITO CONTROL EQUIPMENT - TRAILER, BACKPACK, UTE SPRAY UNIT	677.40
EFT42988	21/06/2023	COMBINED TEAM SERVICES PTY LTD	STAFF TRAINING	995.00



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EFT42989	21/06/2023	CR ASHLEY DILLON	COUNCILLOR ALLOWANCE	2,904.50
EFT42990	21/06/2023	DALYELLUP NEWS & LOTTERIES	NEWSPAPER PURCHASES - DALYELLUP LIBRARY	65.20
EFT42991	21/06/2023	ERG ELECTRICS PTY LTD	REPLACEMENT OF 21 SPORTS LIGHT FITTINGS AT DALYELLUP COLLEGE TO LED LIGHTING	7,315.00
EFT42992	21/06/2023	GOLDEN WEST PLUMBING & DRAINAGE	VARIOUS SHIRE PLUMBING JOBS	6,542.25
EFT42993	21/06/2023	GRANTS EMPIRE	GRANTS CONSULTANT FEES - DMCYC EXPRESSION OF INTEREST GROWING REGIONS FUNDING	528.00
EFT42994	21/06/2023	GEOGRAPHE FORD	SHIRE FLEET VEHICLE SERVICE	570.00
EFT42995	21/06/2023	AE HOSKINS BUILDING SERVICES	REFIT DOOR AND REPLACE DAMAGED ROLL HOLDERS AT DALYELLUP SKATEPARK TOILETS	610.72
EFT42996	21/06/2023	H + H ARCHITECTURE PTY LTD	FINAL DESIGN AND CONSTRUCTION SUPERVISION - GELORUP BUSH FIRE BRIGADE FACILITY	2,145.00
EFT42997	21/06/2023	CONNECT CALL CENTRE SERVICES	AFTER HOURS CALL ANSWERING AND RE-DIRECTION FOR MAY	463.32
EFT42998	21/06/2023	INDUSTRY MAINTENANCE SOLUTIONS	REFUND	61.65
EFT42999	21/06/2023	CR DOUG KITCHEN	PRESIDENT'S ALLOWANCE JUNE	10,392.50
EFT43000	21/06/2023	KIM BUTTFIELD CONSULTING	CLUB DEVELOPMENT _ STRATEGIC PLANNING	7,260.00
EFT43001	21/06/2023	CR ROSINA MAY MOGG	COUNCILLOR ALLOWANCE	2,904.50
EFT43002	21/06/2023	CR P MCCLEERY	COUNCILLOR ALLOWANCE JUNE	2,904.50
EFT43003	21/06/2023	MARKETFORCE	ADVERTISING	140.79
EFT43004	21/06/2023	CHIVAS ENTERPRISES PTY LTD T/A MAYDAY RENTAL	HIRE OF WATER CART	8,340.75
EFT43005	21/06/2023	CR KIERAN JAMES NOONAN	COUNCILLOR ALLOWANCE JUNE	2,904.50



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EFT43006	21/06/2023	NETSIGHT CONSULTING PTY LTD	APRIL- MONTHLY MYOSH SUBSCRIPTION	1,415.70
EFT43007	21/06/2023	PETSTOCK BUNBURY PTY LTD	RANGER EQUIPMENT	194.79
EFT43008	21/06/2023	P E CIVIL	MECHANICAL WORKS - FIRE ACCESS HAMPSTEAD WAY GELORUP	59,906.00
EFT43009	21/06/2023	RECRUITWEST PTY LTD	LABOUR HIRE	980.02
EFT43010	21/06/2023	SOUTHERN LOCK & SECURITY	KEYS	59.99
EFT43011	21/06/2023	SATTERLEY PROPERTY GROUP PTY LTD	BOND REFUND POS M AND WETLANDS	223,706.00
EFT43012	21/06/2023	SYNERGY	ELECTRICITY	122.41
EFT43013	21/06/2023	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICALS	305.80
EFT43014	21/06/2023	CR SEBASTIAN SCHIANO	DEPUTY ALLOWANCE JUNE	4,094.25
EFT43015	21/06/2023	SLMC PROPERTY AUSTRALIA	ELECTRICITY FEE 14.3.23 - 12.5.23 - DALYELLUP PUBLIC LIBRARY	642.37
EFT43016	21/06/2023	TOTALLY WORKWEAR	STAFF UNIFORM ALLOWANCES	359.70
EFT43017	21/06/2023	CR CHRISTINE TERRANTROY	COUNCILLOR ALLOWANCE JUNE	2,904.50
EFT43018	21/06/2023	TYREPOWER CAPEL	FLEET VEHICLE SERVICE	462.50
EFT43019	21/06/2023	UNITING GLOBAL	CLEANING OF SHIRE PUBLIC TOILETS	13,854.59
EFT43020	21/06/2023	WORK CLOBBER BUNBURY	STAFF UNIFORM ALLOWANCES	438.90
EFT43021	21/06/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	REPAYMENT OF LOAN NO. 75 AND LOAN 93	57,697.37
EFT43022	21/06/2023	WA FLAGS AND BANNERS	SHIRE OF CAPEL FLAG	154.00
EFT43023	21/06/2023	WORKPAC GROUP	LABOUR HIRE	4,169.62
EFT43024	21/06/2023	WOOLWORTHS LIMITED (WA)	COG CATERING STAFF BREAKFAST	275.29
EFT43025	21/06/2023	TELSTRA CORPORATION LTD	DALYELLUP SPORTS PAVILION INTERNET	90.00
EFT43026	21/06/2023	AMPOL	AMPOL FUEL	8,079.81



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EFT43027	22/06/2023	ABS INSTITUTE PTY LTD	STAFF TRAINING	520.00
EFT43028	22/06/2023	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	108.00
EFT43029	22/06/2023	CB TRAFFIC SOLUTIONS	TRAFFIC MANAGEMENT	4,937.90
EFT43030	22/06/2023	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	599.94
EFT43031	22/06/2023	FLEET NETWORK	VEHICLE PAYROLL DEDUCTION	590.98
EFT43032	22/06/2023	LGRCEU	PAYROLL DEDUCTIONS/CONTRIBUTIONS	66.00
EFT43033	22/06/2023	MONADELPHOUS ENGINEERING ASSOCIATES PTY LTD	REPAIR OF GRAVE BOX	946.00
EFT43034	22/06/2023	AUSTRALIAN TAXATION OFFICE	PAYG	75,295.00
EFT43035	22/06/2023	RECRUITWEST PTY LTD	LABOUR HIRE	1,420.45
EFT43036	22/06/2023	MRS CHARLOTTE STEED	SPORTS PARTICIPATION AWARD	200.00
EFT43037	22/06/2023	VERAISON PTY LTD	MANAGER/COORDINATOR INDIVIDUAL COACHING X 20 PARTICIPANTS	2,112.00
EFT43038	22/06/2023	SHIRE OF WAGIN	PAYROLL DEDUCTIONS/CONTRIBUTIONS	80.00
EFT43039	28/06/2023	ASTRAL SIGNS	CARAVAN DUMP POINT SIGNS	176.00
EFT43040	28/06/2023	AMPAC DEBT RECOVERY	PSSO DEBT RECOVERY	5,364.34
EFT43041	28/06/2023	ASSURED AUTOMOTIVE	SHIRE FLEET VEHICLE SERVICE	268.70
EFT43042	28/06/2023	AFAC LTD	AJEM ANNUAL SUBSCRIPTION	113.30
EFT43043	28/06/2023	ARBORGUY	REMOVAL OF TWO TREES ON THE CORNER OF HAWKINS AND JENOUR STREET	4,918.10
EFT43044	28/06/2023	BIG W	BOOK STOCK PURCHASES	474.00
EFT43045	28/06/2023	BUNBURY MACHINERY	REPAIRS CARRIED OUT ON MOWER	1,423.21



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EFT43046	28/06/2023	BUNBURY AUTO ONE	RECOVERY ROPE AND TYRE GAUGE	247.80
EFT43047	28/06/2023	B & B STREET SWEEPING	CAPEL CIVIC PRECINCT SWEEPING -	6,101.70
EFT43048	28/06/2023	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	159.04
EFT43049	28/06/2023	BUNBURY CITY GLASS	REPLACEMENT OF BROKEN WINDOW AT BOYANUP FOOTBALL CLUB	246.20
EFT43050	28/06/2023	BUNBURY HARVEY REGIONAL COUNCIL	DISPOSAL AND PROCESSING OF KERBSIDE FOOD ORGANICS AND GARDEN ORGANICS	6,686.02
EFT43051	28/06/2023	BUNBURY BUS HIRE	COG - MYSTERY BUS TOUR	2,420.00
EFT43052	28/06/2023	KATHY BLAIR	LIBRARY PROGRAM MATERIALS	63.00
EFT43053	28/06/2023	BP AUSTRALIA	DIESEL FUEL SUPPLY AND DELIVERY	12,238.71
EFT43054	28/06/2023	WINC AUSTRALIA PTY LTD	STATIONERY	1,145.68
EFT43055	28/06/2023	CLEANAWAY	WASTE, RECYCLING AND ORGANICS KERBSIDE COLLECTION, STREET BIN, PARKS AND GARDENS COLLECTION, BIN MAINTENANCE, DISPOSAL OF KERBSIDE GENERAL WASTE, TRANSPORTATION OF WASTE INCLUDING BIN AND TRUCK HIRE	127,674.76
EFT43056	28/06/2023	DM & S CURTIN	SUPPLY AND INSTALL REPLACEMENT CONDENSER FAN CAPEL HALL AND CHECK OPERATION OF APAC UNIT AT CAPEL LIBRARY	1,226.15
EFT43057	28/06/2023	COUNTRY LANDSCAPING PTY LTD	VARIOUS REPAIRS TO IRRIGATION IN CAPEL SHIRE	70,494.84
EFT43058	28/06/2023	CB TRAFFIC SOLUTIONS	TRAFFIC MANAGEMENT FOR DALYELLUP NORTON PROMENADE, PEPPERMINT GROVE BEACH AND DALYELLUP BEACH	6,318.40



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EFT43059	28/06/2023	COUNTRY WATER SOLUTIONS	VARIOUS REPAIRS OF CAPEL SHIRE METERS, BORES AND IRRIGATION AND REMOVAL OF VERGE VEGETATION	13,205.23
EFT43060	28/06/2023	COLROYS COUNTRY KITCHEN	FUEL DUE TO DEPOT SYSTEM NOT WORKING	404.55
EFT43061	28/06/2023	DATA #3	WINDOWS SERVER STANDARD CORE LICENSING	9,455.12
EFT43062	28/06/2023	DEVLYN AUSTRALIA PTY LTD	CONSTRUCTION OF GELORUP VOLUNTEER BUSH FIRE BRIGADE BUILDING	291,429.46
EFT43063	28/06/2023	ASHLEE DOCKING	MEALS FOR TRAINING	55.20
EFT43064	28/06/2023	EDGE LANDWORKS	FIRE ACCESS TRACKS AT HAMPSTEAD RESERVE	4,400.00
EFT43065	28/06/2023	ELEMENT ADVISORY PTY LTD	RFQ 23-6 SHIRE OF CAPEL - PLACE PLAN 2023 TO 2027	30,604.75
EFT43066	28/06/2023	GOLDEN WEST PLUMBING & DRAINAGE	REPLACE SENSOR TAP EAST DALYELLUP SPORTS PAVILION	412.50
EFT43067	28/06/2023	FRONT-LINE SIGNS	BFB SIGNAGE/VEHICLE MAGNETS	2,085.60
EFT43068	28/06/2023	GEOGRAPHE CIVIL	HIRE OF GAS TESTING EQUIPMENT	1,452.00
EFT43069	28/06/2023	HANSON CONSTRUCTION MATERIALS PTY LTD	PATH FIX UP ON PEPPERMINT GROVE BEACH PATH	199.65
EFT43070	28/06/2023	AE HOSKINS BUILDING SERVICES	REPLACEMENT OF DOOR TRIM AT DALYELLUP CENTRAL LAKES FEMALE TOILET.	464.57
EFT43071	28/06/2023	H + H ARCHITECTURE PTY LTD	GELORUP BUSH FIRE BRIGADE - DESIGN CHANGES DUE TO REVIEW - ESC ADDITIONAL DESIGN FEE FOR ELECTRICAL RED-DESIGN OF ELEMENTS	1,056.00
EFT43072	28/06/2023	A. INGRAM	LIBRARY BOOK STOCK PURCHASES	451.89
EFT43073	28/06/2023	INSTANT WINDSCREENS	REPLACEMENT WINDSCREEN FOR FLEET VEHICLE	1,300.00



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EFT43074	28/06/2023	INTEGRITY MANAGEMENT SOLUTIONS PTY LTD	12 MONTH RENEWAL SUBSCRIPTION TO ATTAIN FOR GOVERNANCE FUNCTIONS	9,350.00
EFT43075	28/06/2023	LANDGATE	COPY OF TRANSFER OF LAND ACT DOCUMENT	112.80
EFT43076	28/06/2023	MARKETFORCE	ADVERTISING	5,118.65
EFT43077	28/06/2023	MCLEODS BARRISTERS AND SOLICITORS	LEGAL REPRESENTATION SAT APPEAL, EXTRACTIVE INDUSTRIES	7,238.35
EFT43078	28/06/2023	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY INCLUDING BINDING MACHINE FOR LIBRARY ARCHIVES AND GELORUP GAZETTE	1,652.97
EFT43079	28/06/2023	ONSITE RENTAL GROUP	MONTHLY RENTAL TOILET BLOCK AT DALYELLUP SKATE PARK, INCLUDES WEEKLY PUMP OUT	1,323.45
EFT43080	28/06/2023	OFFICE OF THE AUDITOR GENERAL	ROADS TO RECOVERY AUDIT	3,080.00
EFT43081	28/06/2023	OPTUS BILLING SERVICES PTY LTD	SHIRE OFFICES MONTHLY INTERNET	200.00
EFT43082	28/06/2023	PROTECTOR FIRE SERVICES	CAPEL LIBRARY FIRE AND JACK & MARY COMMUNITY CENTRE PANEL SERVICING	247.50
EFT43083	28/06/2023	P E CIVIL	VARIATION OF WORKS FOR LANGE COVE FIRE ACCESS - ADDITIONAL LIMESTONE	4,939.00
EFT43084	28/06/2023	HARCHER PRESTIGE BUSSELTON	TOILETRY CLEANING PRODUCTS	50.80
EFT43085	28/06/2023	PIARA LANDHOLDINGS PTY LTD	BOND REFUNDS	30,787.76
EFT43086	28/06/2023	REDFISH TECHNOLOGIES PTY LTD	REVIEW AND DESIGN OF AUDIO VISUAL SYSTEMS IN COUNCIL CHAMBERS	2,816.00
EFT43087	28/06/2023	RECRUITWEST PTY LTD	LABOUR HIRE	2,952.31
EFT43088	28/06/2023	SHIRE OF HARVEY	LOCAL GOVERNMENT CONTRIBUTION TO WASTE CONTRACT CONSULTANCY SERVICES	4,695.00
EFT43089	28/06/2023	SATTERLEY PROPERTY GROUP PTY LTD	BOND REFUNDS	114,863.55



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EFT43090	28/06/2023	SYNERGY	ELECTRICITY	698.29
EFT43091	28/06/2023	DONNA SIMS	REWARD VOUCHER	50.00
EFT43092	28/06/2023	SDH PAINTING & DECORATING	REMOVE GRAFFITI DALYELLUP BEACH PARK TOILETS AND SKATEPARK TOILETS	1,584.00
EFT43093	28/06/2023	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICALS	305.80
EFT43094	28/06/2023	STRATEGIC DIRECTIONS	ERP SOLUTION ADVISORY SERVICE	4,708.00
EFT43095	28/06/2023	D & K THOMAS ELECTRICAL	REPLACE ATU WARNING LIGHT AND INSTALL MESH COVER DALYELLUP BEACH PARK TOILET BLOCK, REPLACE FLURO LIGHTS IN RECORDS ROOM, REPAIR OF SENSOR LIGHTS AT CAPEL FIRE SHED AND LIONS PARK GAZEBO	1,389.07
EFT43096	28/06/2023	TRAFFIC FORCE	TRAFFIC CONTROL ON PARADE ROAD	814.80
EFT43097	28/06/2023	TARVIA	REPAIRS ON DALYELLUP LAKE SHELTER, LAKESIDE BOARDWALK AND BEACH PARK SHELTER	2,145.00
EFT43098	28/06/2023	TCS INSTRUMENTS	WORKSHOP CONSUMABLES	1,034.00
EFT43099	28/06/2023	TENDERLINK	TENDER ADVERTISING	1,443.20
EFT43100	28/06/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	47.69
EFT43101	28/06/2023	VEOLIA RECYCLING & RECOVERY PTY LTD	PROCESSING OF RECYCLABLE MATERIALS FROM KERBSIDE COLLECTION	9,474.92
EFT43102	28/06/2023	WA SKILLS TRAINING	STAFF TRAINING	3,520.00
EFT43103	28/06/2023	WORKPAC GROUP	LABOUR HIRE	3,816.82
EFT43104	28/06/2023	WORK HEALTH PROFESSIONALS	EMPLOYEE HEARING TESTS	1,606.00
EFT43105	28/06/2023	WHOLESALE PROMOTIONS WAREHOUSE PTY LTD	STAINLESS STEEL BRANDED WATER BOTTLES FOR SENIORS' OUTINGS	1,254.00



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EFT43106	28/06/2023	WOOLWORTHS LIMITED (WA)	CAPEL YOUTH SERVICES CATERING	69.41
EFT43107	29/06/2023	4PARK PTY LTD T/A FORPARK AUSTRALIA	NAROON DRIVE PUBLIC OPEN SPACE PLAYGROUND REPAIRS AND REPLACEMENTS	4,778.40
EFT43108	29/06/2023	ARROW BRONZE	CAST BRONZE PLAQUE	562.79
EFT43109	29/06/2023	LISA MARIE BLEE	SPORTS PARTICIPATION GRANTS	400.00
EFT43110	29/06/2023	ENVIRONMENTAL HEALTH AUSTRALIA (SA) INC	HEALTH INSPECTION PADS	173.30
EFT43111	29/06/2023	GRANTS EMPIRE	YOUTH GRANT APPLICATION	330.00
EFT43112	29/06/2023	GEOSPREAD	TO SUPPLY MACHINERY AND OPERATORS TO MULCH GREENWASTE AT THE CAPEL WASTE TRANSFER STATION INCLUDING MOBILISATION AND CARTING MULCH AWAY	15,400.00
EFT43113	29/06/2023	HARVEY NORMAN	MOBILE PHONE HOLDERS	59.90
EFT43114	29/06/2023	JB HI FI GROUP PTY LTD	PRINTERS FOR BFB'S	1,070.00
EFT43115	29/06/2023	DEREK MOTT	BOOKSTOCK PURCHASE	66.50
EFT43116	29/06/2023	NETSIGHT CONSULTING PTY LTD	MYOSH MONTHLY	1,415.70
EFT43117	29/06/2023	PEPPERMINT GROVE BEACH COMMUNITY ASSOCIATION	REFUND	609.00
EFT43118	29/06/2023	REDFISH TECHNOLOGIES PTY LTD	IT EQUIPMENT	5,497.10
EFT43119	29/06/2023	RELATIONSHIPS AUSTRALIA WA	EAP PROVIDER RENEWAL	352.00
EFT43120	29/06/2023	RECRUITWEST PTY LTD	LABOUR HIRE	1,445.95
EFT43121	29/06/2023	RUCKON PTY LTD	RATES REFUND	801.70
EFT43122	29/06/2023	SYNERGY	ELECTRICITY	121.22
EFT43123	29/06/2023	SMARTSALARY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1,821.53



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EFT43124	29/06/2023	WORKPAC GROUP	LABOUR HIRE	13.82
EFT43125	29/06/2023	WOOLWORTHS LIMITED (WA)	CAPEL YOUTH SERVICES CATERING	45.35
EFT43126	30/06/2023	SHIRE OF CAPEL	RETURN OF FUNDS OSKO AMX	1,569.08
EFT43127	30/06/2023	DE LAGE LANDEN PTY LIMITED	PHOTOCOPIERS AND MOWER LEASE PAYMENTS	3,566.35
50712	07/06/2023	WATER CORPORATION	WATER USAGE	4,577.08
50713	15/06/2023	SHIRE OF CAPEL	T5723 MAY 2023 BSL COMMISSION	284.75
50714	15/06/2023	WATER CORPORATION	WATER USAGE	552.76
50715	21/06/2023	WATER CORPORATION	WATER USAGE	3,997.55
50716	28/06/2023	WATER CORPORATION	WATER USAGE	1,090.83
50717	29/06/2023	SHIRE OF CAPEL	PETTY CASH RECOUP	110.60
				2,268,086.59

04.06.2023 SHIRE OF CAPEL PAYROLL PAYMENTS \$237,690.25
18.06.2023 SHIRE OF CAPEL PAYROLL PAYMENTS \$242,982.32

\$480,672.57

08.06.2023 NAB TERM DEPOSIT REDEMPTION -\$1,568,880.89
08.06.2023 NAB TERM DEPOSIT \$1,568,880.89
08.06.2023 MACQUARIE TERM DEPOSIT REDEMPTION -\$1,011,056.42
08.06.2023 MACQUARIE TERM DEPOSIT \$1,000,000.00
15.06.2-23 NAB TERM DEPOSIT REDEMPTION -\$1,581,118.65
15.06.2023 NAB TERM DEPOSIT \$1,581,118.65
15.06.2023 MACQUARIE TERM DEPOSIT REDEMPTION -\$1,010,969.86
15.06.2023 MACQUARIE TERM DEPOSIT \$1,000,000.00
15.06.2023 MACQUARIE TERM DEPOSIT REDEMPTION -\$1,011,813.70
15.06.2023 MACQUARIE TERM DEPOSIT \$1,000,000.00
22.06.2023 NAB TERM DEPOSIT REDEMPTION -\$1,040,195.87
22.06.2023 NAB TERM DEPOSIT \$1,040,195.87
22.06.2023 NAB TERM DEPOSIT REDEMPTION -\$2,072,540.14
22.06.2023 NAB TERM DEPOSIT \$2,072,540.14
22.06.2023 NAB TERM DEPOSIT REDEMPTION -\$1,036,337.16



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22.06.2023	NAB TERM DEPOSIT	\$1,036,337.16
22.06.2023	MACQUARIE TERM DEPOSIT REDEMPTION	-\$1,028,521.64
22.06.2023	MACQUARIE TERM DEPOSIT	\$1,000,000.00
22.06.2023	MACQUARIE TERM DEPOSIT REDEMPTION	-\$1,030,404.38
22.06.2023	MACQUARIE TERM DEPOSIT	\$1,000,000.00
		-\$92,766.00

Summary

CERTIFICATE OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed 26 July 2023 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.



CHIEF EXECUTIVE OFFICER

Voting Requirements

Simple Majority.

Officer's Recommendation – 15.2.

OC/2023/128 - Officer's Recommendation / Council Decision - 15.2

Moved Cr McCleery, 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 2023 be received and recorded in the minutes of the Council, the summary of which follows:

- 1 The Schedule of Accounts covering EFT42859 to EFT43127, CHQ50712 to CHQ50717 totaling \$2,268,086.59 during the month of June 2023.**
- 2 Payroll payments for the month of June 2023, totaling \$480,672.57.**
- 3 Transfers to and from investments as listed.**

Carried 7 / 0

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



15.3. Adoption of Annual Budget and Differential Rates for 2023-24

Author	Director Community and Corporate Services, Samantha Chamberlain
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Executive/Strategic Legislative
Attachments	1. 2023-24 Shire of Capel Annual Budget [15.3.1 - 33 pages] 2. 2023-24 Annual Budget - Account Schedules [15.3.2 - 73 pages] 3. 2023-24 Capital Program of Works Schedule (Final) [15.3.3 - 5 pages] 4. 2023-24 Fees and Charges (Final) [15.3.4] 5. 2023-24 Rates Objects and Reasons (Final) [15.3.5 - 5 pages] 6. 2023-24 Rating Strategy - Community Submissions Received [15.3.6 - 4 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

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 and advertise the 2023-24 Draft Annual Budget and Rating Strategy, with no modifications proposed. The 2023-24 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 2023-24 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 2024.
2. In accordance with Section 6.2 of the *Local Government Act 1995*, adopts the Annual Budget for the year ending 30 June 2024.
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 2023-24, under Section 6.47 of the *Local Government Act 1995*, to limit the specified area rate for Dalyellup Parks and Reserves Maintenance.
5. Grants a rate concession for 2023-24, 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 options for the payment of rates.
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 2023-24 Rates 'Objects and Reasons' document for the 2023-24 financial year.



Background

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

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

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

Several workshops focussing on financial sustainability modelling have been presented and supported using the WA (Western Australia) Treasury Corporation's Sustainability Modelling Tool (the Tool). The Tool enables local governments to model varying rate scenarios and structures based on the projected capital and operational spending requirements of the organisation, identifies rate structure compliance requirements, projecting reserve investment levels, and presents the overall financial health indicator position based on the varying rating strategy models.

The data derived from this tool provided a level of detail where Councillors adopted the 2023-24 Draft Annual Budget and Rating Strategy at a Special Council Meeting held on 14 June 2023, endorsing the 2023-24 Draft Rating Strategy for public advertising for a period of 21 days, allowing submissions to be received from rate payers for review and consideration by the Council.

The following table details the Council endorsed 2023-24 draft rate structure, which was advertised from Monday, 19 June 2023 inviting submissions in accordance with the minimum 21 days advertising period and concluding on Tuesday, 11 July 2023 at 4.00pm.

Table 1.

Zone	Rate Category	Basis	2023-24 Cents in the dollar	Minimum Rate
1	Residential	GRV	10.1009	\$1,430.00
2	Residential Vacant	GRV	10.1009	\$1,430.00
3	Urban Development	GRV	10.1009	\$1,430.00
4	Urban Development Vacant	GRV	10.1009	\$1,430.00
5	Town Centre	GRV	9.4080	\$1,430.00
6	Town Centre/Special Use/Light Industry Vacant	GRV	9.4080	\$1,430.00
7	Light Industry	GRV	9.4080	\$1,430.00
8	Commercial Use Urban Development	GRV	9.4080	\$1,430.00
9	Special Use	GRV	9.4080	\$1,430.00
10	Rural & land Use (Rural Commercial)	UV	0.5589	\$1,430.00
11	Rural & land Use (Rural)	UV	0.5589	\$1,430.00
12	Special Rural	GRV	9.2910	\$1,430.00

Specified Area Rating – Rate Base = GRV / Cents in the \$ = 0.05600 / Maximum Rate Cap \$218.54 per lot.
Purpose for funding – Maintenance of Dalyellup Parks, Reserves, Structures and Toilets.



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Through the advertising period, the Shire received a total of 4 submissions.

A 'Schedule of Submissions' is attached publishing each submission verbatim, with a detailed Officer's response.

Based on the above proposed rate structure and in line with normal budget preparation, Shire Officers have designed an Annual Budget which includes the distribution of achievable revenue collection from the proposed rate structure.

The financial outturn from the Annual Budget process has resulted in a balanced budget position for 2023-24 financial year.

Decision Framework

Shire of Capel Strategic Community Plan 2021 – 2031:

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

4.1 Effective and compliant governance.

4.2 Informed and transparent decision making.

Corporate Business Plan 2022 – 2026:

FIN 1 - Statutory reporting of income and expenditures to the Council and regulatory authorities.

FIN 6 - Local Government (Financial Management) Regulations 5(2)(c) - review.

FIN 12 - Develop a Rating Policy consistent with the principles of rating and aligned to the Shire's rate strategy.

FIN 15 - Provide single reporting mechanism for both Monthly and Annual reports.

FIN 16 - Design and present a detailed long term financial sustainability plan to the Council, ensuring linkage to other strategic documents.

Statutory Framework

Local Government Act 1995.

6.2. Local Government to prepare Annual Budget

1. During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.
2. *Absolute majority required.
3. In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –
 1. the expenditure by the local government; and
 2. the revenue and income, independent of general rates, of the local government; and
 3. the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.



Local Government (Financial Management) Regulations 1996, regulation 26

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

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

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

Local Government Act 1995, Section 6.12

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

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

which is owed to the local government.

* Absolute majority required

2. Subsection 1(a) and (b) do not apply to an amount of money owing in respect of rates and services charges.
3. The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

Local Government Act 1995, Section 6.16(1)

6.16. Imposition of fees and charges

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

* Absolute majority required.

Local Government Act 1995, Section 6.28

6.28. Basis of Rates

2. In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be –
 - a. where the land is used predominantly for rural purposes, the unimproved value of the land; and
 - b. where the land is used predominantly for non-rural purposes, the gross rental value of the land.



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1. Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the Valuation of Land Act 1978 as of 1 July in each financial year.

Local Government Act 1995, Section 6.32

6.32. Rates and Service Charges

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

*Absolute majority required

Local Government Act 1995, Section 6.33

6.33. Differential General Rates

1. A local government may impose differential general rates according to any, or a combination, of the following characteristics –
 1. the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or
 2. a purpose for which the land is held or used as determined by the local government; or
 3. whether or not the land is vacant land; or
 4. any other characteristic or combination of characteristics prescribed.
2. ...
3. In imposing a differential general rate, a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
4. Local Government (Financial Management) Regulations 1996, regulation 52A
5. **52A. Characteristics prescribed for differential general rates**
6. **(1) In this regulation**
7. **commencement day** means the day on which the Local Government (Financial Management) Amendment Regulations (No.2) 2012 regulation 5 comes into operation;
8. relevant district means a district that –
 1. is declared to be a district by an order made under section 2.1(1)(a) on or after commencement day; or
 2. has its boundaries changed by an order made under section 2.1(1)(b) on or after commencement day.



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1. For the purposes of section 6.33(1)(d), the following characteristics are prescribed in relation to land in a relevant district, where not more than 5 years has elapsed since the district last became a relevant district –
 1. whether or not the land is situated in a townsite as defined in the Land Administration Act 1997 section 3(1);
 2. whether or not the land is situated in a particular part of the district of the local government.

Local Government Act 1995, Section 6.34

6.34. Limit on Revenue or Income from General Rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to –

1. be more than 110% of the amount of the budget deficiency; or
2. be less than 90% of the amount of the budget deficiency.

Local Government Act 1995, Section 6.35

6.35. Minimum Payment

1. Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
2. A minimum payment is to be a general minimum but subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
3. In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than –
 1. 50% of the total number of separately rated properties in the district; or
 2. 50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.
4. A minimum payment is not to be imposed on more than the prescribed percentage (50%) of-
 1. the number of separately rated properties in the district; or
 2. the number of properties in each category referred to in subsection (6), unless a general minimum does not exceed the prescribed amount (\$200).
5. If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsection (2), (3) and (4) for that land.
6. For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsection (2), (3) and (4) in respect of each of the following categories –
 1. to land rated on gross rental value; and
 2. to land rated on unimproved value; and
 3. to each differential rating category where a differential general rate is imposed.



Local Government Act 1995, Section 6.36

6.36. Local Government to give Notice of Certain Rates

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

Local Government Act 1995, Section 6.37(1)

6.37. Specified Area Rates

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

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

6.45. Options for Payment of Rates or Service Charges

- (1) A rate or service charge is ordinarily payable to a local government by a single payment but the person liable for the payment of a rate or service charge may elect to make that payment to a local government, subject to subsection (3), by –
 - (a) 4 equal or nearly equal instalments; or
 - (b) such other method of payment by instalments as is set forth in the local government's annual budget.
- (2) Where, during a financial year, a rate notice is given after a reassessment of rates under section 6.40 the person to whom the notice is given may pay the rate or service charge –
 - (a) by a single payment; or
 - (b) by such instalments as are remaining under subsection (1)(a) or (b) for the remainder of that financial year.
- (3) A local government may impose an additional charge (including an amount by way of interest) where payment of a rate or service charge is made by instalments and that additional charge is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.

Local Government Act 1995, Section 6.47

6.47. Concessions

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

* Absolute majority required



Local Government Act 1995, Section 6.51

6.51. Accrual of interest on overdue rates or service charges

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

* Absolute majority required.

Local Government Act 1995, Section 5.56

6.56. Planning for the Future

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

Local Government (Administration) Regulations 1996 apply.

Specifically, Division 3 – Planning for the future

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

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

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

*Absolute majority required.

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



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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:

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

Implications

Risk Implications

Table 2.

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Low	Unlikely	Minor	<p>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.</p> <p>Workshops have been conducted with Council to substantiate the need to increase the Shire’s main revenue source being rates.</p> <p>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.</p>
Risk Description: Identification of unfunded items. Insufficient revenue to offset expenditure and late adoption of the Annual Budget.			

The risk implications of this item are considered low as the Council has already adopted or endorsed several items included in the Annual Budget 2023-24 in previous Council meetings.



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Key budget Items presented to the Council for 2023-24 include:

- | | |
|--|------------|
| • 2023-24 Community Budget Requests | March 2023 |
| • Program of Works – Drainage | March 2023 |
| • Program of Works – Roads | March 2023 |
| • Program of Works – Car parks | March 2023 |
| • Program of Works – Paths and Trails | April 2023 |
| • 10 Program of Works – Public Open Spaces | April 2023 |
| • 10 Year Plant Replacement Program | May 2023 |

Through a series of Rating, Financial Sustainability and Budget Planning workshops, the Council has endorsed the draft 2023-24 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 2023-24 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

Budget

The Annual Budget outlines planned revenue and expenditure in operating and capital in nature and determines the financial parameters for the Shire to operate within for the 2023-24 financial year.

Accounting for all projected transactions, the presented budget for the 2023-24 financial year is balanced.

All revenue to be received during the year including the 2022-23 brought forward amount will be distributed to fund operating expenditure demands, the capital works program, and transfers to reserves.

The adopted Fees and Charges Schedule will determine the amount of revenue to be received during the 2023-24 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 4.00% guided by the Local Government Cost Index (LGCI).



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The Council adopted the 2023-24 Fees and Charges Schedule at the May 2023 Ordinary Council Meeting.

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 its rate revenue in a financial year in some circumstances, and as detailed in the Act.

Focussing on the Shire's presented 2023-24 Annual Budget, a total of \$15,981,355.00 general purpose revenue will be raised from property and specified area rates including a projection for interim rates.

The expected yield from rates will be sufficient to balance the 2023-24 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 3 below details the rates to be levied including Interim and Specified Area Rate collection:

Table 3.

Income	To be levied	Interims	Total
General Rates	\$11,981,495.00	\$71,500.00	\$12,052,995.00
Minimum Rates	\$3,033,030.00	\$28,600.00	\$3,061,630.00
Specified Area Rates	\$855,803.00	\$10,927.00	\$866,730.00
	\$15,870,328.00	\$111,027.00	\$15,981,355.00

The Annual Budget report outlines planned expenditure and revenue for the 2023-24 financial year and currently estimates a balanced budget position.

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

Long Term

The adopted 2023-24 Annual Budget will form the base year calculation for the annual review of the Long Term Financial Plan (LTFP). In projecting long term financials, consideration is given to the amount of rate yield, reserve balances, expenditure, capital additions and asset renewal levels, coupled with other factors such as staffing needs and population growth.

The Shire's Corporate Business Plan is another critical document in identifying the Shire's operating and capital priorities over a four-year term. The 2023-24 Annual Budget has accounted for all projects detailed in the Corporate Business Plan for the new financial year.

The Council adopted the Shire's LTFP at the November 2021 Ordinary Council Meeting acknowledging the projected deficit balance for future years, which was based on the Shire's 2021-22 rating strategy and previous years' rating trend analysis.



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Having a contemporary approach to rating, which aligns to the 'Principles of Rating' and raises sufficient revenue to fund operational and capital requirements, allows reserve investment and financially supports the required growth in the Shire's workforce, will stabilise the fiscal outturn and support in balancing the outer years of the LTFP.

On adoption of the 2023-24 Annual Budget, the LTFP is due to be presented to the Council in September 2023. This will follow a series of Councillor workshops where the Shire's Asset Management Strategy will present the required future capital and operational investment in the Shire's main asset base. This data will be included in the LTFP.

Sustainability Implications

The 2023-24 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 8,044 rate notices will be distributed in a paper based medium. Property rates are the Shire's main area of 'own source' revenue, and it is therefore essential rate revenue be raised in a timely and seamless manner to ensure the continuation of financial operations.

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

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

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

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

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

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

Consultation/Engagement

During the formulation of the Annual Budget, consultation and stakeholder engagement is a priority ensuring all stakeholders have a voice and can participate through this process.

Since January 2023, there has been a comprehensive consultation process with staff, Councillors, and the community.



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The Executive Management Team are highly active during the Annual Budget planning phase, ensuring all departments have reviewed and considered their individual income and expenditure plans for 2023-24 and these are accounted for in the Corporate Business Plan for the period the projects relate to. The Council have been instrumental during the budget design phase, participating in numerous key budget planning and rating workshops. These are as follows:

Table 4.

Wed 8 March	2022-23 Mid-Year Budget Review Workshop
Wed 12 April	Financial Sustainability Modelling (WA Treasury) Workshop
Wed 24 May	Financial Sustainability Modelling and Ratings Strategy Workshop
Mon 8 May	Corporate Business Plan Year 3- Elected Members' Workshop
Wed 7 June	2023-24 Rating Strategy and Draft Annual Budget Workshop
Wed 14 June	Special Council Meeting – 2023-24 Draft Annual Budget and Rating Strategy
Mon 19 June Tues 20 June	Community Workshops – Sustainability Modelling, Rating and Draft Annual Budget 2023-24. <ul style="list-style-type: none">• Workshop 1 – Dalyellup Community Centre• Workshop 2 – Capel Community Centre

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

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

Officer's Comment

The 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 2023-24 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.

The final 2023-24 Annual Budget includes the following information in its comprehensive format: Directory of the Council.

- o Message from the President.
 - o Message from the CEO.
 - o Budget Highlights.
 - o Graphs of operating Revenue and Expenditure.
 - o Shire of Capel Budget – Table of Contents.
 - o Statement of Comprehensive Income by Nature or Type and by Program.
 - o Statement of Cashflows.
 - o Rate Setting Statement.
 - o Differential Rates – Objects and Reasons.
- Notes to and forming part of the budget include:
 - o Significant Accounting Policies.
 - o Operating Revenue and Expenditure.



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- o Acquisition and Disposal of Assets.
- o Information on loan borrowings.
- o Elected Members' Remuneration.
- o Reserve funds.
- o Net Current Assets.
- o Rating Information including Specified Area Rating.
- o Schedule of Fees and Charges.
- o Grants and Contributions.
- o Asset Management.
- o Capital Works Programs.

Detailed financial information at account level with explanatory notes provides a greater understanding of income and expenditure plans for each account. This information is formatted with the account number, description, and totals for the 2023-24 Annual Budget, 2022-23 'Actual' figure (estimated end of year position) and the 2022-23 planned budget.

The full 2023-24 Annual Budget Report will be submitted to the Department of Local Government, Sports, and Cultural Industries (DLGSCI) by 30 September 2023. A copy of this report will also be published on the Shire's website.

The budget position for 2023-24 assumes a 2022-23 carryforward of \$4,560,145.00 which will be recorded in the Annual Financial Statements.

The primary factors contributing to the carried forward amount is the prepayment of the 2023-24 Federal Assistance Grant (FAG) of \$2,600,902.00 and carryforward funds for capital projects not completed during 2022-23 and unspent salary allocations with a combined total of \$1,959,243.00.

The unspent salary component of the carryforward is linked to allocated funding to support existing positions within the Shire's staff establishment.

A comprehensive breakdown of the 2022-23 carryforward amount will be detailed in the June 2023 Financial Statements and presented to the Council at the August 2023 Ordinary Council Meeting.

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

1. The Financial Assistance Grant received in advance cannot be transferred to the Unspent Grants Reserve as it is an untied grant.
2. Untied grants can be transferred to a s6.11 Financial Reserve for a specified purpose.
3. The amount paid in advance will be recorded in the financial year the payment was received (2022-23) and recognised as a surplus amount for operational use in the following financial year (2023-24).

The Shire's treatment of the 2023-24 Financial Assistance Grant Income is in line with point 3 above and should be noted that this amount does not represent additional funds but is simply a reallocation between financial years for federal grants and reserve movements.

Rates, Discounts, Penalties, and Instalments

The cents (rate) in the dollar, minimum rates and specified area rate included in the Annual Budget document are the same as those endorsed by the Council at the Special Council Meeting 14 June 2023. The advertised 'Notice of Intention to Levy Differential Rates' detailed the proposed increase as follows:



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Table 5.

Zone	Rate Category	Basis	2023-24 Cents in the dollar	Minimum Rate
1	Residential	GRV	10.1009	\$1,430.00
2	Residential Vacant	GRV	10.1009	\$1,430.00
3	Urban Development	GRV	10.1009	\$1,430.00
4	Urban Development Vacant	GRV	10.1009	\$1,430.00
5	Town Centre	GRV	9.4080	\$1,430.00
6	Town Centre/Special Use/Light Industry Vacant	GRV	9.4080	\$1,430.00
7	Light Industry	GRV	9.4080	\$1,430.00
8	Commercial Use Urban Development	GRV	9.4080	\$1,430.00
9	Special Use	GRV	9.4080	\$1,430.00
10	Rural & land Use (Rural Commercial)	UV	0.5589	\$1,430.00
11	Rural & land Use (Rural)	UV	0.5589	\$1,430.00
12	Special Rural	GRV	9.2910	\$1,430.00

Specified Area Rating – Rate Base = GRV / Cents in the \$ = 0.05600 / Maximum Rate Cap \$218.54 per lot.

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

Prior to the advertising of the rate notice, the Shire received 4 rate submissions from residents detailing their objections to a rate increase and other circumstances relative to the impacts of the southern section of the Bunbury Outer Ring Road (BORR) construction.

During the advertising period of the rate notice, the Shire received no further submissions from residents during this time but felt it appropriate to include the 4 submissions received prior as they were specifically rate-related, to allow full transparency of residents' views and concerns.

Further details relating to the four submissions are presented in the attachment: 2023-24 Rating Strategy - Community Submissions received.

For the 2023-24 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 6.

Instalment options	Date due	Instalment plan admin Charge \$	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
Option one				
Single full payment	11/09/2023	0.00	0.00%	7.00%
First instalment				
Second instalment				
Option two				
First instalment	11/09/2023	0.00	3.00%	7.00%
Second instalment	11/11/2023	\$11.00	3.00%	7.00%
Third instalment	11/01/2024	\$11.00	3.00%	7.00%
Fourth instalment	11/03/2024	\$11.00	3.00%	7.00%



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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 is 3.00% for 2023-24. The maximum interest rate the Shire can charge is 5.00%.

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

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

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

Rate Concessions

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

- Sussex Location 1328, Capel Tutunup Road – GL Roberts. This property is held in one title which is divided by the Ludlow River; hence the property is partly located in both the Capel Shire and City of Busselton. As a result, the section located in the Shire of Capel attracts the minimum rate for rural land which is a higher rate than if the property was levied on the rural rate in the dollar. Since 1997 the Council has agreed to grant the rate payer a concession each year and apply the rate levy applicable to the rate in the dollar.
- The Council has one specified area rate for Dalyellup Parks and Reserves Maintenance. This rate has the objective of recovering 50.00% of the cost of maintaining these facilities in the Dalyellup subdivision as per the Council resolution OC0727, 24/7/02 when the 2002-03 Budget was adopted.

A rate concession to all ratepayers in Dalyellup is requested to cap the Specified Area Rate for Dalyellup Parks and Gardens Maintenance at \$218.54.

The impact of this concession is that all properties which qualify to pay the Specified Area Rate will only be rated the maximum cap of \$218.54. The Specified Area Rate cap remains unchanged for 2023-24.



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Fees and Charges

During the Ordinary Council Meeting in May 2023, the Council endorsed a 4.00% increase in fees, charges, and tariffs for the 2023-24 financial year. The projected increase in fees and charges revenue has been factored into the Annual Budget planning for 2023-24 and is evident in the schedule of attachments.

The Fees and Charges Schedule presented to the Council in May 2023, identified that further changes to the Schedule will occur through the Annual Budget adoption process to account for the recent updates to the Shire's new waste contract and other minor adjustments.

The following adjustments are now included in the attached 2023-24 Fees and Charges Schedule:

1. Editing changes to the schedule structure for aesthetic and easier reading purposes.
2. Simplification of hall hire charges and annual usage rates.
3. Development Application (DA) cost increases as gazetted on 16 June 2023 by the Government of Western Australia Development Assessment Panels.
4. Waste and Service Charges – 2023-24

Through the Fees and Charges Schedule the Council is recommended to endorse the refuse collection fees as below. These include the Waste Transfer Fee and Refuse Collection Fees for the 2 bin and the 3 bin curbside collection services.

Since 2017, these service charges have remained unchanged as they were linked to the former waste service's contract which expired 30 June 2023. During this time the costs to the Shire for waste services significantly increased year on year, has been partly subsidized and not based on full cost recovery.

During the process to procure a new waste service contract/provider, the Council have been briefed and presented with data which indicated the cost of the Shire's waste services will have to increase in line with the newly negotiated contract terms.

Rising costs in the waste industry relate to inflationary factors such as rising costs in fuel, transportation, maintenance of plant and waste licensing limitations and fees which dictate and audit the Shire's waste holding thresholds.

Such increases limit the Shire's ability to maintain waste costs at the 2022-23 fee structure without exhausting financial reserve holdings in the Shire's Waste Reserve, which is not advisable given the funds in this reserve are required to support the capital upgrades to the Shire Depot and Waste Transfer Station. This Reserve would also be needed for the Shire to realise more technologically innovative waste management solutions into the future.

The waste service charges detailed in the 2023-24 Fees and Charges Schedule are calculated on a cost recovery basis, with the exclusion of mattress disposal which calculates a high break even threshold.

The table below identifies the former annual waste service charges for the two and three bin collection, with a column added to present the new waste service charges based on the charges incurred in the Shire's new waste contract which commenced on 1 July 2023.

The 2023-24 service charges represent a full cost recovery calculation to the Shire.



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Table 7.

Sanitation requirements:	3 Bin	2 Bin	3 Bin	2 Bin
	2022-23 \$	2022-23 \$	2023-24 \$	2023-24 \$
Refuse Collection	\$254.00	\$191.00	\$432.00	\$325.00
Waste Transfer Fee	\$ 80.00	\$ 80.00	\$136.00	\$136.00
Green/Hard waste fee	\$ 31.00		\$53.00	
Hard Waste fee		\$ 13.00		\$25.00
TOTAL	\$365.00	\$284.00	\$621.00	\$486.00

For ratepayers provided with the three bin service (primarily in residential areas), the total Refuse Collection Charge will increase by \$256.00 per annum. For ratepayers provided the two bin service (primarily rural, semi-rural, industrial, and commercial areas), which consists of the domestic and recycling pickup service, the total Refuse Collection Charge will increase by \$202.00 per annum.

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

The 2023-24 Fees and Charges Schedule includes the above charge structure and other waste related services as included in the Shire's new waste contract.

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 2023-24.

Summary

The presented 2023-24 Annual Budget is a significant step in identifying and mitigating several budgetary complexities the Shire is addressing in the short, medium, and long term.

The 2023-24 Draft Annual Budget Report/Rating Strategy and 2023-24 Annual Budget Report clearly identifies the level of resourcing required to support the Shire's operational and capital expenditure requirements and substantiates how the Shire intends to meet these commitments in a fair, equitable and compliant approach.

Through the series of workshops and briefings with the Council, there is a level of confidence that the proposed Rating Strategy for 2023-24 is aligned and responsive to effectively support the level of resourcing required to sustain the Shire's financial position for 2023 and beyond.



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Building capacity into a Rating Strategy to support growth and feasibility of alternative modelling opportunities, is paramount to ensure contemporary practices are maintained.

Reflecting on the main 2023-24 Annual Budget outcomes; there are several key points to highlight.

The presented 2023-24 Annual Budget:

- Projects a break-even position for 2023-24.
- Fully funds the 2023-2027 Corporate Business Plan's projects and programs which includes \$2m of new projects.
- Supports Community Budget Commitments of \$50,000.00.
- Funds Councillor Budget Commitments of \$61,000.00.
- Identifies 1 new 'Borrowing' - Self Supporting Loan (SSL) Application for the Gelorup Bushfire Shed, with accompanying payment schedule detailed.
- Forecasts \$12,663,700.00 to fund Capital Projects and Shire Asset investment.
- Allows a financial reserve re-investment of \$2,438,639.00 across 9 reserves.
- Financially supports the endorsed Workforce Management Plan, allocating funds to the plan's Year 2 (2023-24) Recruitment Schedule.

Given the 2022-23 financial year has just finalised, minor year end processes and accruals are being completed with adjustments related to the 2023-24 Annual Budget being reported through the 2022-23 Financial Statements and included in the 2022-23 Annual Report to the Council in January 2024.

The attached 2023-24 Annual Budget document provides explanatory text and advice notes associated with individual line items in the document and Councillors are asked to refer to this text for additional commentary on the budget.

All attachments provided in this report will form the final Annual Budget Report for 2023-24 and will be provided to the Department of Local Government, Sport, and Cultural Industries by the end of August 2023 as is required by the Local Government Act (1995).

To complete the Annual Budget process for 2023-24 there are several formal decisions required and these are outlined in the Officer's Recommendations below.

Voting Requirements

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

Officer's Recommendation – 15.3
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The following five (5) Officer's Recommendations require an **ABSOLUTE MAJORITY**:



Officer Recommendation 1

OC/2023/129 - Officer's Recommendation 1 / Council Decision - 15.3

Moved Cr McCleery, Seconded Cr Dillon.

The Council having considered the four 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 2024:

Zone	Rate Category	Basis	2023-24 Cents in the dollar	Minimum Rate
1	Residential	GRV	10.1009	\$1,430.00
2	Residential Vacant	GRV	10.1009	\$1,430.00
3	Urban Development	GRV	10.1009	\$1,430.00
4	Urban Development Vacant	GRV	10.1009	\$1,430.00
5	Town Centre Town Centre/Special Use/Light Industry	GRV	9.4080	\$1,430.00
6	Vacant	GRV	9.4080	\$1,430.00
7	Light Industry	GRV	9.4080	\$1,430.00
8	Commercial Use Urban Development	GRV	9.4080	\$1,430.00
9	Special Use	GRV	9.4080	\$1,430.00
10	Rural & land Use (Rural Commercial)	UV	0.5589	\$1,430.00
11	Rural & land Use (Rural)	UV	0.5589	\$1,430.00
12	Special Rural	GRV	9.2910	\$1,430.00

Specified Area Rating – Rate Base = GRV / Cents in the \$ = 0.05600 / Maximum Rate Cap \$218.54 per lot.

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

Carried 7 / 0

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

Against - Nil



Officer Recommendation 2

OC/2023/130 - Officer's Recommendation 2 / Council Decision - 15.3

Moved Cr McCleery, Seconded Cr Schiano.

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 2024, acknowledging changes noted (if any) will alter some of the Annual Budget content and authorises the CEO to effect changes to the budget document before distribution.

Carried 6 / 1

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

Against - Cr Andrew

Officer Recommendation 3

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 2023-24 for the year ending 30 June 2024.

OC/2023/131 - Alternative Officer's Recommendation 3 / Council Decision - 15.3

Moved Cr Schiano, Seconded Cr McCleery.

That the Council, in accordance with Section 6.16 of the *Local Government Act 1995*, adopts the amended Schedule of Fees and Charges as presented as the late amended Attachment 15.3.4 and amends the Budget 2023-24 for the year ending 30 June 2024 accordingly.

Carried 6 / 1

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

Against - Cr Mogg



Officer Recommendation 4

OC/2023/132 - Officer's Recommendation 4/ Council Decision - 15.3

Moved Cr McCleery, Seconded Cr Dillon.

The Council grants a rate concession for 2023-24, under Section 6.47 of the *Local Government Act 1995*, to limit the specified area rate for Dalyellup Parks and Reserves Maintenance to a maximum amount of \$218.54 for all ratepayers in zone groups 3 and 4 (Dalyellup) who are levied the specified area rate for the maintenance of parks and reserves.

Carried 6 / 1

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

Against - Cr Mogg

Officer Recommendation 5

OC/2023/133 - Officer's Recommendation 5 / Council Decision - 15.3

Moved Cr McCleery, Seconded Cr Schiano.

The Council grants a rate concession for 2023-24, 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 7 / 0

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

Against - Nil

The following four (4) Officer's Recommendations require a SIMPLE MAJORITY:

Officer Recommendation 6

That the Council:

1. In accordance with Section 6.45 (1) (b) of the Local Government Act 1995, offer the following options for the payment of rates:
 - Option 1 – payment in full by a single instalment 35 days after the issue date of the annual rates notice (11 September 2023).



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- Option 2 – payment in four equal instalments at intervals of two calendar months:
Instalment 1 - 11 September 2023.
Instalment 2 - 11 November 2023.
Instalment 3 - 11 January 2024.
Instalment 4 - 11 March 2024.

With the first instalment payable 35 days after the issue date of the annual rates notice – 11 September 2023.

2. 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.

Alternative Officer Recommendation 6

Moved Cr Dillon, Seconded Cr McCleery.

That the Council:

1. **In accordance with Section 6.45 (1) (b) of the Local Government Act 1995, offer the following options for the payment of rates:**
 - **Option 1 – payment in full by a single instalment 35 days after the issue date of the annual rates notice (15 September 2023).**
 - **Option 2 – payment in four equal instalments at intervals of two calendar months:
Instalment 1 - 15 September 2023.
Instalment 2 - 15 November 2023.
Instalment 3 - 15 January 2024.
Instalment 4 - 15 March 2024.**

With the first instalment payable 35 days after the issue date of the annual rates notice – 15 September 2023.

2. **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.**



OC/2023/134 - Amendment / Council Decision - 15.3

Moved Cr Andrew, Seconded Cr Dillon.

In point 1, option 2, amend installments 3 and 4 as follows:

'Installment 3 - 15 February 2024

Installment 4 - 15 April 2024'

Carried 7 / 0

For - Cr Andrew, Cr Dillon, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Schiano and Cr Terrantry

Against - Nil

The Amendment became the substantive Motion.

OC/2023/135 - Officer's Recommendation 6 / Council Decision - 15.3

Moved Cr Dillon, Seconded Cr McCleery.

That the Council:

- 1. In accordance with Section 6.45 (1) (b) of the Local Government Act 1995, offer the following options for the payment of rates:**
 - **Option 1 – payment in full by a single instalment 35 days after the issue date of the annual rates notice (15 September 2023).**
 - **Option 2 – payment in four equal instalments at intervals of two calendar months:**
 - Instalment 1 - 15 September 2023.**
 - Instalment 2 - 15 November 2023.**
 - Instalment 3 - 15 January 2024.**
 - Instalment 4 - 15 March 2024.**

With the first instalment payable 35 days after the issue date of the annual rates notice – 15 September 2023.

- 2. In accordance with Section 6.45 (3) of the Local Government Act 1995, impose an interest rate on instalments of 3.00% for the first, second, third and fourth instalments.**
 - a. In accordance with Section 6.45 (3) of the Local Government Act 1995, impose an administration fee of \$11.00 on the second, third and fourth instalments.**
 - b. In accordance with Section 6.51 of the Local Government Act 1995, impose a late payment penalty interest rate of 7.00% on rates that have not been paid by the due date and where instalment option 2 has not been taken up.**

Carried 7 / 0

For - Cr Andrew, Cr Dillon, Cr Kitchen, Cr McCleery, Cr Mogg, Cr Schiano and Cr Terrantry
Against - Nil



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

The Shire President adjourned for 5 minutes in accordance with Shire of Capel Standing Orders Local Law 2016, 12.1(b) at 7:42pm.

The meeting resumed at 7:47pm.

Officer Recommendation 7

OC/2023/136 - Officer's Recommendation 7 / Council Decision - 15.3

Moved Cr McCleery, Seconded Cr Dillon.

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 2023-24.

Carried 7 / 0

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

Against - Nil

Officer Recommendation 8

OC/2023/137 - Officer's Recommendation 8 / Council Decision - 15.3

Moved Cr McCleery, Seconded Cr Dillon.

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 2023-24 Annual Budget:

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

Carried 7 / 0

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

Against - Nil



Officer Recommendation 9

OC/2023/138 - Officer's Recommendation 9 / Council Decision - 15.3

Moved Cr Dillon, Seconded Cr Schiano.

That the Council, in accordance with The Department of Local Government, Sport and Cultural Industries 'Rating Policy: Differential General Rates' and 'Rating Policy: Minimum Payments' Guidelines, adopts the 2023-24 Rates 'Objects and Reasons' document for the 2023-24 financial year.

Carried 7 / 0

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

Against - Nil

Additional Officer Recommendation 10

Moved Cr McCleery, Seconded Cr Schiano.

That Council requests the Chief Executive Officer:

- 1. Undertake a comprehensive review of Waste Services (service types and levels, frequency, delivery method, usage / uptake) and Financials (costs, fees and levies, cost recovery principles and Reserves) within 2023/24 and report back to inform future decision making.**
- 2. Develop a Waste Management Reserve Spending Plan that outlines contributions, risk and capital requirements in relation to Contaminated Site Remediation and Waste Transfer Station License and facility Upgrades.**

OC/2023/139- Amendment / Council Decision - 15.3

Moved Cr Andrew, Seconded Cr Terrantroy.

To include point 3 'The date of report relating to point 1 and 2 to be brought to Council by the April 2024 Ordinary Meeting of Council.'

Carried 5 / 2

For - Cr Andrew, Cr Dillon, Cr Kitchen, Cr Mogg and Cr Terrantroy

Against - Cr McCleery and Cr Schiano

The Amendment becomes the substantive motion.



OC/2023/140 - Additional Officer's Recommendation 10 / Council Decision- 15.3

Moved Cr McCleery, Seconded Cr Schiano.

That Council requests the Chief Executive Officer:

- 1. Undertake a comprehensive review of Waste Services (service types and levels, frequency, delivery method, usage / uptake) and Financials (costs, fees and levies, cost recovery principles and Reserves) within 2023/24 and report back to inform future decision making.**
- 2. Develop a Waste Management Reserve Spending Plan that outlines contributions, risk and capital requirements in relation to Contaminated Site Remediation and Waste Transfer Station License and facility Upgrades.**
- 3. The date of report relating to point 1 and 2 to be brought to Council by the April 2024 Ordinary Meeting of Council.**

Carried 7 / 0

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

Against - Nil



16. New Business of an Urgent Nature

Nil

17. Public Question Time

Public Question Time began at 8:08pm.

B Hearne - Peppermint Grove Beach

Question 1:

My question relates to the Airbnb policy to be considered by Council. We have had no information provided, between now and the time Council comes up with the policy, Can councillors provide some sort of information to the residents?

President Response:

We will look at that and provide some feedback.

Public Question Time concluded at 8:09pm.

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 8:10pm.